USDC

USAID CAPITAL MARKETS DEVELOPMENT

THE PRAGMA CORPORATION

USAID Depository & Clearing System User's Manual

Table of Contents

Chapter 1: Depository, Clearing & Settlement Introduction

Introduction

Welcome to the Depository, Clearance & Settlement (DCS) computerized transaction and inquiry system. The DCS system offers logical work flows for data retrieval, data input, and transaction processing. There are also many safety features incorporated into the DCS system to protect processed data and ensure accurate and complete input of information.

About this Manual

The *User Manual* is a guide that is designed to provide the DCS user with step-by- step instructions to follow the system pathways, plus the skills necessary to navigate and operate the system . The manual is designed to build in an orderly and gradual fashion a knowledge base of the system, and its operation. The following is the structure of the *DCS User Manual* and highlights of each chapter:

How to Use this Manual

This manual uses the following methods to represent text, screen fields and examples: Italics are used to indicate names of publications, documents and actions to be emphasized.

Example: *Issuance Shareholder Reports*

Word and characters that begin and end with brackets and are shown in uppercase letters indicate the name of the key to press.

Example: Press [ALT] and [F7]and then press [ENTER]

Menu command paths are indicated by separating the menu name and command by an arrow.

Example: Select File ➔ Open.

This means you point and click the File option and then click the Open file command from the menu. We indicate screen fields in **bold**.

Example: Type **Common Stock**

Depository Functions

The Depository, Clearance and Settlement system:

- ❑ Permits users to perform ownership transfers "from street name", "sub-account" and "account transfers"

- ❑ Maintains the current and historical data of the securities ownership transfers.

- ❑ Allows viewing and printing of the account position statements in detail or summary for any selected period.

❑ Allows execution of the Clearing and Settlement functions in batch or on-line mode.

❑ Provides viewing of the Clearance and Settlement functions on-line such as closing price, funds adjustments.

❑ Facilitates printing of the reports.

❑ Provides on-line information on daily trades and funds adjustments.

DCS's Role in the Depository

The DCS system enables the user to perform the functions noted above in an efficient and effective manner. Required information is entered into pre-formatted entry fields. Current and historical data is captured in the DCS's data base for easy inquiry.

Screens are accessible and printable, and the reports options have been designed to meet users needs. The DCS system has data protection and data access security features incorporated.

DCS Users

Depository, Clearance and Settlement Organization Personnel.

DCS Software and Hardware Required

Users of DCS can access the system using Pentium PC's with 16 Meg of ram, Windows95 operating system, DCS software, printer etc.

User PC Knowledge Requirements

Microsoft Windows Operating System

Microsoft Windows operating system and Microsoft Access database architecture are used as the front end for this system. Although Microsoft Access knowledge is not required, it is important that the users are familiar with the Microsoft Windows operating system. Some of these features are explained in the Chapter 2 of this manual.

Chapter 2: Getting Started with DCS

Starting the DCS System
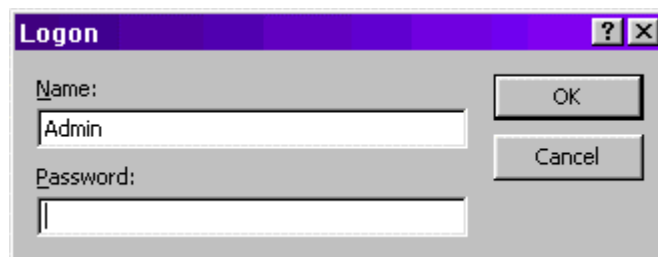
1.   **The Main Menu**

   Select the "DCS " system from your list of programs.

2.   **Enter USER ID, Password into the LOGON screen and Click on OK:**

Tip

These items are assigned by the DCS System Administrator.

The DCS System verifies the name and password. If the system cannot verify the information, the error message, "Not a valid account name or password" will be displayed in a box or the screen. You have the option to click on either OK or HELP.

OK allows the user to re-enter the information again.

HELP allows the user to review the specific requirements for entering data into these fields.

Click on "OK" and re-enter the information. Once verified, the startup banner will appear on the screen:
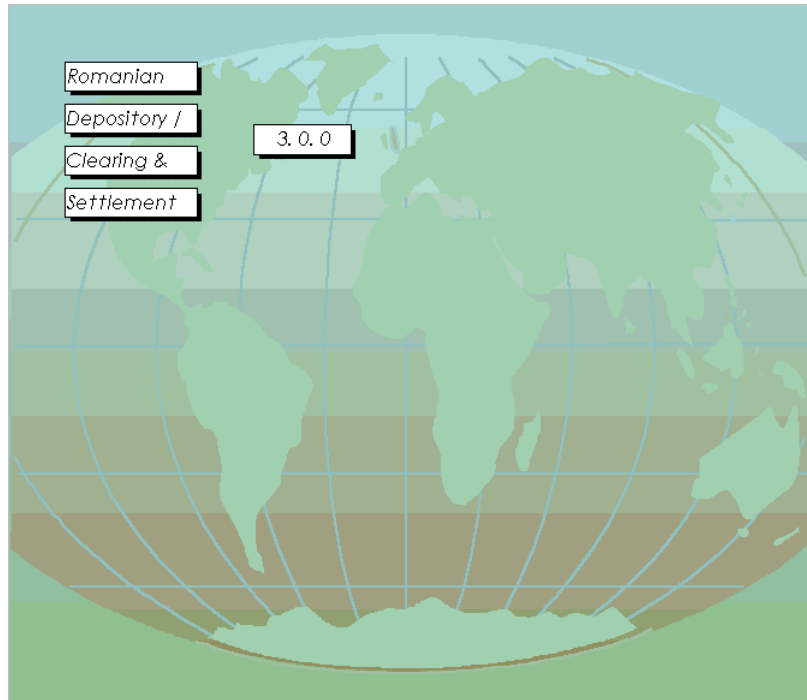
If you can not access the system, please contact your System Administrator for assistance.

The next display is the Copyright Notice-with two buttons; 'PROCEED' or 'CANCEL' .

3. **Click on PROCEED.**
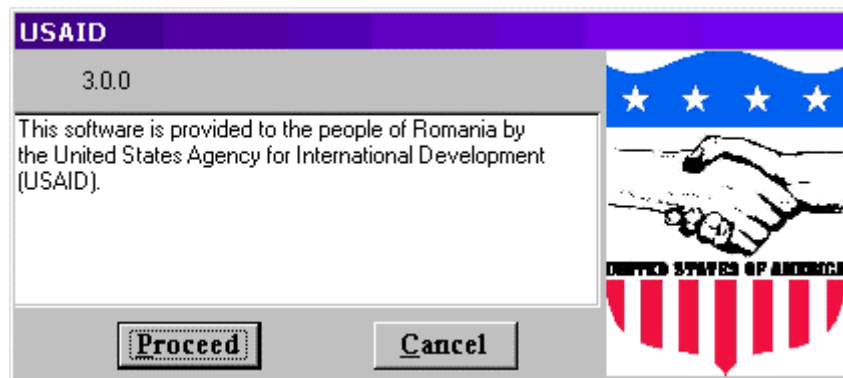
Next the DCS Main Menu is displayed.

The DCS Main Menu
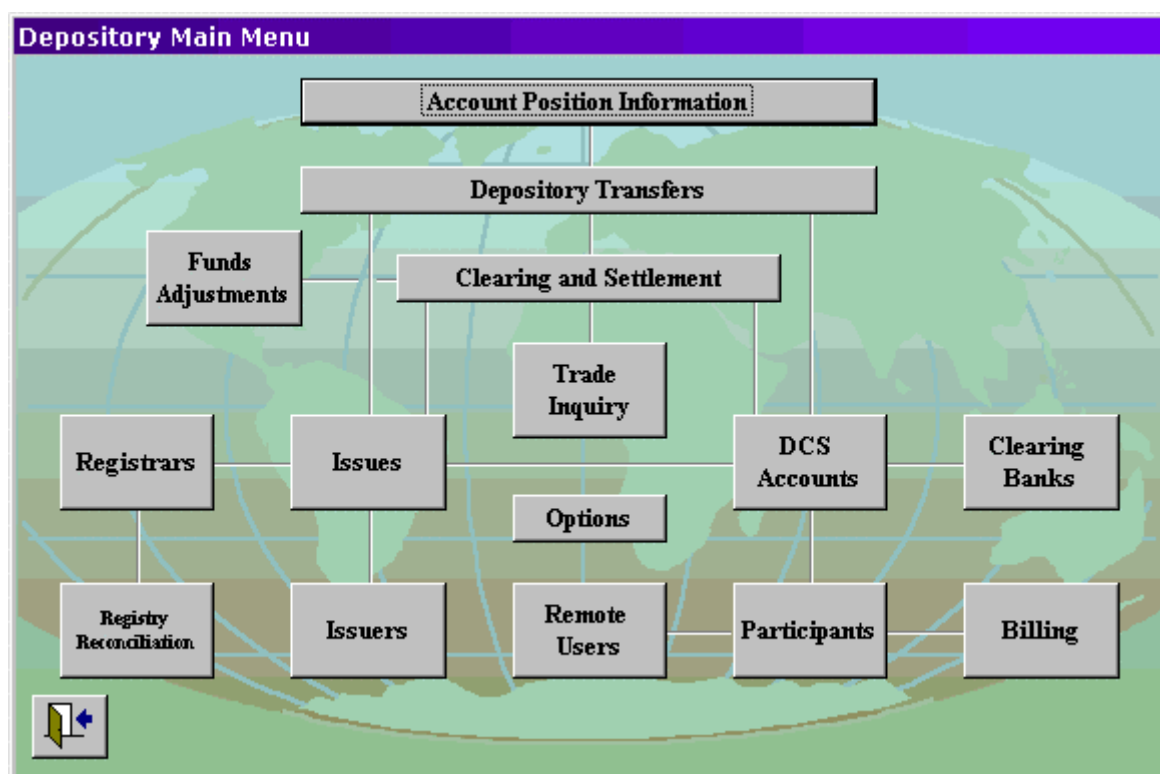
The DCS Main Menu consists of the menu bar, toolbar, 15 icons representing the DCS database and an Exit icon. The DCS icons are:

Account Positions Information - Allows the users to inquire on positions by account or symbol, position breakdown and history, record date holders and account statements. Refer to Chapter 7 for detail information.

Depository Transfers - Allows the users to view detail information on transfers and enter new transfer requests. Refer to Chapter 6 for detail information.

Funds Adjustments - Allows the user to view and enter adjustments for participant's for penalties, late charges etc. Funds adjustments are made only by DCS personnel. Refer to Chapter 9 for detail information.

Clearing Settlement - Allows the users to view and execute requests related to clearing and settlement. Batch controls and reports, securities settlement, funds settlement and closing market prices are available from this function. Refer to Chapter 8 for detail information on the clearing and settlement option and Chapter 12 for the reports.

Trade Inquiry - Allows the users to view . Refer to Chapter 9 for detail information.

Registrars - Allows the users to view detail information on registrars and contacts and enter new information. Refer to Chapter 4 for detail information.

Issues - Allows the users to view detail account information by symbol, position breakdown, account position history, and enter new issue information. Refer to Chapter 4 for detail information.

DCS Accounts - Allows the users to view detail information on accounts, sub-accounts and positions in the accounts. Refer to Chapter 5 for detail information.

Clearing Banks - Allows the users to view detail information on banks including contact data and enter new banks to the DCS System. Refer to Chapter 5 for detail information.

Options - Allows the users to view detail information on all the DCS options. Refer to Chapter 3 for detail information.

Registry Reconciliation - Allows the users to view out-of-balance positions with registries and import the latest positions reported to update the reconciliation process. Refer to Chapter 10 for detail information.

Issuers - Allows the users to view detail information on issuers including issues by issuer, registrar for issuers, contact information and enter new issuers to the DCS System. Refer to Chapter 4 for detail information.

Remote Users - Allows the users to view detail information on remote users including all user log-on id's by individual and organization and enter new remote users to the DCS System. Refer to Chapter 11 for detail information.

Participants -. Allows the users to view detail information on participants including account and sub-account positions and enter new remote users to the DCS System. Refer to Chapter 5 for detail information.

Billing - Allows the users to request either detail or summary billing report request. Refer to Chapter 12 for detail information.

Exit DCS - Allows the users to exit the DCS system.

Moving Around in the DCS System.

Using Pull Down Menus

At the top of the application window is a set of menus to access various functions of the system. These menus are accessed by pointing to the name of the menu that you wish to use and clicking once with the mouse. When you click on the main option you want to select, the sub-options will be displayed in a pull down menu. Select the sub-option you want to execute by clicking on the option.
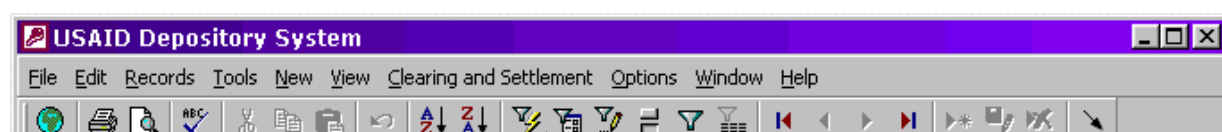
How to Locate Information within the DCS System

Use the toolbar options SORT and FILTER to locate or find information within the DCS System.

Sort - allows the user to sort data on any field in ascending or descending order. To use this option you will click on the toolbar buttons that have an A/Z with an arrow either ascending or descending (see menu picture above);

1. Select the field to sort.

2. Select the option ascending or descending.

3. System will sort and display the data on the screen

Filter by selection - allows user to select items that are alike. To use this option click on the toolbar button indicated in the picture above;

1. Select the item to filter.

2. Select Filer by selection

3. System will display data.

Filter by form - allows user to find a specific item. To use this option;

1. Select filter by form.

2. System will display a blank screen.

3. Enter the data for the item you want to locate. (You must enter data exactly the way it is stored. This is a case sensitive option)

4. Select Apply filter.

5. System will display your selection.

To remove the filer from the list click on Remove Filter option.

To use the advanced filter options refer to the Microsoft Windows Manual.

How to Exit DCS?

There are three options for exiting from DCS:

1. From the Main Menu Screen:

   Click the Exit icon on the main menu screen (it looks like an open door).

   Example: Click the icon to Exit�íExit (DCS re-displays the Windows95 screen.)

2. From the Main Menu Bar:

> Click on the File option then click on the Exit option.

> Example: Click File➨Exit➨Exit

> (DCS redisplays the Windows Desktop.)

3. From the Toolbar:

> Click on the Quit DCS tool on the toolbar.

> Example: Click Quit DCS➨Exit➨Exit (DCS re-displays the Windows desktop.)

> When the Exit option is selected, you are prompted with a window and the options to click on 'Exit', or 'Do Not Exit'.

> Example: Click Exit➨Do Not Exit➨Main Menu

> (DCS redisplays the Main menu.)

How to Get Help on DCS System

More information on DCS system is available from the following sources:

> System Administrator

> When calling the System Administrator be prepared to provide the following information:

> 1. Description of the problem.

> 2. The message that appeared on the screen when the problem occurred.

> 3. What you did to solve the problem.

> 4. Be at your PC when contacting the System Administrator

Chapter 3: DCS System Options:

What are DCS Options?

DCS options allows users to customize certain categories, such as type or status of an item, to meet their specific needs. This flexibility eliminates the need for system modifications whenever a new category needs to be added.

Who Uses DCS Options?

The DCS supervisor or manager is responsible for maintaining the options. **Some options are system generated and cannot be changed**. For specifics on each option refer to the detail description.

From the DCS Main Menu click the Options icon. DCS displays the Options screen.

The DCS Options Menu
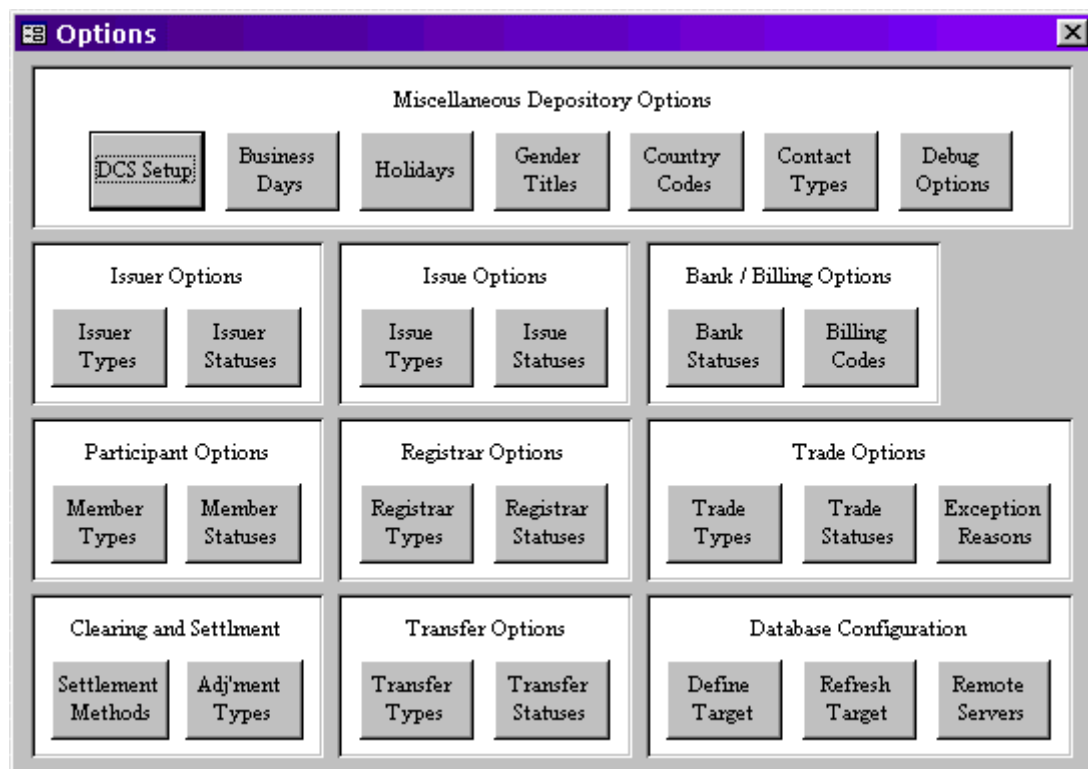
These options are grouped in nine major categories. They are: Miscellaneous Depository, Issuer, Issue, Bank/Billing, Participant, Registrar, Transfer, Clearing & Settlement, Trade.

Miscellaneous Depository Options

DCS Setup   Contains Depository organization information such as address, telephone numbers as well as type of settlement and the cut-off time for the settlement. Only one Depository organization per system can be defined.

Business Days   Allows the users to select the normal business days the DCS is open for business.

Holidays Allows the users to enter data and description about the holidays.

Gender Titles   Allows the users to assign gender prefixes to identify customers.

Example: 1 = Mr. or 2 = Mrs.

Country Codes   Allows the users to assign country codes to be used by the system Example: RO - Romania

Contact Types   Allows the users to assign type codes to different contacts within a corporation. Example: Accounts Payable

Debug Options   Used by System Administrator.

Issuer Options

Issuer Types   Allows the users to assign type codes to categorize Issuers.

 Example: Corporation

Issuer Statuses   Allows the users to assign status codes to identify issuer's condition. Example: 1 = Normal

Issue Options

Issue Types   Allows the users to assign type codes to securities.

Example: 1 = Common Stock

Issue Statuses   Allows the users to assign status codes to securities.

Example: 1 = Restricted

Bank/Billing

> *Bank Statuses*   Allows the users to assign status codes to the settlement bank.
>
> > Example: 3 = Closed
>
> *Billing Codes*   Allows the users to assign event id codes to the billing description which is chargeable to the customer.
>
> > Example: 3 = Trades-Cleared

Participant Options

> *Member Types*   Allows the users to assign type codes to the participants.
>
> > Example: 4 = Nominee
>
> *Member Status*   Allows the users to assign status codes to the participants.
>
> > Example: 3 = Active

Registrar Options

> *Registrar Types -*   Allows the users to assign type codes to the registrar.
>
> > Example: 2 = Issuer Managed
>
> *Registrar Statuses* Allows the users to assign status codes to the registrars.
>
> > Example: 1 = Open

Transfer Options

> *Transfer Types -*   Allows the users to assign type codes to the transfer action.
>
> > Example: 4 = To Street Name
>
> *Transfer Status -*   Allows the users to assign status codes to the transfer action.
>
> > Example: 4 = Registry Rejected

Clearing and Settlement Options

> Settlement Method Codes: Allows users to specify settlement type.
>
> > Example: 1= Trade-for-Trade Settlement (TFT)
>
> Adjustment Types   Allows the users to assign funds adjustment type codes.
>
> > Example: Penalty for Open Fail

Trade Options

> *Trade Types*   Allows the users to assign type codes to the unsettled trades.

Example: 1 = Market

Trade Statuses   Allows the users to assign status codes to the unsettled trades.

Example: 1 = Confirmed

Exception Reasons   Allows the users to assign reason codes to the trade exceptions.

Example: 1014 = Duplicate Trade ID

Filling in Option Choices

Option choices are entered by three (3) methods: fill in fields, pointing and clicking and pull down screens. Using these techniques were discussed in Chapter 2.

Once the desired option input field is reached, type the option and click on the auto number field. The option screen will automatically assign the new option a number.

Chapter 4: Registrars, Issues, Issuers

Registrars

This function allows the users to maintain Registry information in the Depository system. It is possible to interface with multiple Registries from a single depository system. When a transfer from the Depository to the Registry is made, the system will use the Registry ID # to transfer information to the appropriate registry.

Registrar information can be accessed by clicking on the Registrar icon on the main DCS menu. System will display a list of all Registries.

This screen has three options:

View Detail: Provides detail information about the Registry

New: To add new Registry data, click on this button

Contacts: Use this button to view or add contact information about the Registry

Registrar Detail Screen

Name: Name of the Registry

ID#:   Fiscal Code of Company

Type: Type of the Registry

2nd ID: CNVM ID Registry Identification Number

Status: Open or Closed

Address: Address where the Registry is located

City/Region: City and Region where the Registry is located

Postal Code: Postal Code for the Registry

Telephone#:   Telephone # of the Registry

Country: Country name where the Registry is located

Facsimile#:   Fax# for the Registry

Depository's
Account #:   This depository's account at this registry

From this screen the user has the following options:

New: Use this to add a new Registry information

Delete: Not Used

Save: Click on this to save the information

Cancel: Cancel is used to cancel data during the initial add

Issuers

This selection on the DCS main menu allows adding and viewing of Issuing companies.

Click on the option to list the current Issuers.

Name	ID#	Type	Phone#	Status
Capital Systems	22	Corporation	123-4567	Normal
Timz Pizza	13	Corporation	707-1234	Normal

View Detail   New   Contacts   Issues

Name: Name of the Issuer

ID#:   Issuer's ID #, represents the Fiscal Code

Type: Type of company

Phone#: Issuer's phone number

Status: Company Status

From this screen, the user has four (4) options to choose. They are:

1. **View Detail:** Displays detail information on the issuer.

2. **New:** Allows user to add new Issuer

3. **Contacts:** Is used to add contact information, such as, name, number

4. of the issuing company , etc.

5. **Issues:** Allows direct access to the Issue information

Issuer Detail Screen:

Name: Name of the Issuer

ID #: Fiscal Code of the Issuer. The ID# is used to link the Issuer to the Issue

Type: Issuer Type

2nd ID: 2nd ID of the Issuer

Status: Status of the Issuer

Address: Address of the Issuer

City/Region: City and region where the Issuer is located

Postal Code: Postal code for the Issuer

Telephone #: Telephone # of the Issuer

Country: Country code where the Issuer is located

Facsimile #:   Issuer's Fax #

From this screen the user has four options:

New: Use to add new Issuer

Delete: Use to delete an Issuer

Save: Click here to save Issuer information

Cancel: Use to cancel information during the initial add. Once the Issuer is added, the user must delete it in order to cancel.

Issuer Contacts

Issued By: Issuer Id Number

Contact for: Issuer Department Name

Company Name

Phone: Phone Number of the contact person

Contact Name: Full Name of the contact person

Title: Title of the contact person

Address: Address of the contact person

City/region: City/Region of the contact person

Postal Code: Postal code for the contact person

Country:	Country of the contact person

From the Issuers Contact Detail screen, you have the following options:

New: Allows the user to enter a new contact for the issuer.

Save: Save the information on the screen.

Cancel: Exit and return to the Issuers List screen.

Issues option of the Issuer List screen

Issuer Name:	Name of the Issuing company
Issuer ID:	Fiscal Code of the Issuer
Type:	Type of Company
Status:	Status of Company
Symbol:	Issue Symbol
Issue ID:	Fiscal code assigned to the security
ISIN:	International Security Identification Number
Type:	Type of Security
Status:	Status of the security

Within the Issues by Issuer screen, the user has two options to select. They are:

1. **View Detail** Lists the detail of the Issue.

2.   **Registrar**   Lists the Registrar Detail for the specific Issuer.

Issues

The Issues option on the main DCS menu allows the users to view and add information about the securities. Issues must exist in the DCS system and must contain valid a 'Symbol' and an 'Issue ID' number.

List of all securities in the DCS system can be obtained by clicking on the Issues icon.
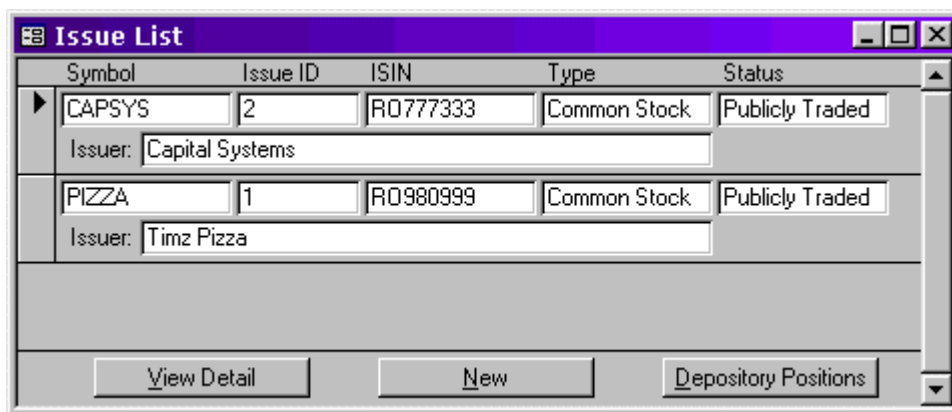
The Issues List provides the user with a list of all issues eligible at the Registry.

Symbol: Indicates the market symbol for the issue

Issue ID: Fiscal Code assigned to the Issue.

ISIN: International Security Identification Number

Type: Type of the Issue: Common Stock, Bond etc

Status: Status indicates publicly traded, restricted, retired etc.

From the Issue List screen the user has three (3) options to choose. They are:

View Detail: Displays detail information on the issue.

New: Allows users to add a new security

Depository Positions   Provides users the latest account positions

Issue Detail Screen

Trading symbol:	Issue Symbol ID
DCS Position:	Lists total number of shares for this security in the Depository's position
Issue ID:	ID for this symbol
Issue ISIN:	International Security Identification Number for this issue
Type:	Security type; Common Stock, Bond etc
Status:	Status of the security, such as publicly traded, retired
Risk Level:	Currently not used
Description:	Short description of the security
Issuer:	Fiscal code Number in the Depository system of the Issuer company. **This ID links Issuer to an Issue.**
	System generated name and address of the Issuer company.
Registrar:	System generated name and address of the issuing Registry.

Within View Detail the user has the following options:

New:	Add new issue
Delete:	Delete the current issue
Save:	Save the issue after making changes.
Cancel:	Exit back to the Issue Lists screen.

Depository Positions of the Issue List

This screen lists account numbers and positions for this issue.

Account Positions by Symbol

Symbol:	CAPSYS	Capital Market Systems Software
Type:	Common Stock	Status: Publicly Traded
Issuer:	Capital Systems	

Depository Position: 3,539

Previous
Next
Close

Position Breakdown
Position History

Account#	Account Position
1	1,000
2	1,500
3	1,039

Symbol:	Security Symbol and Name
Type:	Type of security, Common Stock, Bond etc.
Status:	Status of the security, such as publicly traded, retired etc.
Issuer:	Name of the Issuer
Depository Position:	Total number of shares in Depository's position
Account #:	Direct User's DCS Account Number
Account Position:	Total shares hold by each DCS Account

Within Depository Positions the user has the following options:

Close:	Exits back to Issue List.
Position Breakdown:	Lists accounts by position.
Positions History:	Activity history on position.

From the Positions History option you can select a specific transfer , click on View Detail and review the detail information on the transfer type.

Chapter 5: Participants, Accounts, & Clearing Bank

Participants

The Participant List screen provides the user with a list of all participants (broker/dealers & banks) at the Depository. To list all current Direct Users of the Depository system, click on the Participant icon of the DCS main menu.

	Name	ID#	Type	Phone#	Status
▶	Pragma Traders	76	Broker / Dealer	999-9999	Active
	TimsDepo	1	Nominee	7	Active
	USAID Brokerage	39	Broker / Dealer	999-9999	Active

View Detail   New   Contacts   DCS Accounts   Remote Users

Name: Name of the Direct User

ID#:   Fiscal Code Number of the direct user

Type: Type of organization

Phone #:   Company or Organization's phone number

Status: Organization status (Active or Suspended)

From this screen the user has the following options:

View detail: Use this option to view detail information about the direct user

New: This option is used to add new direct user to the system

Contacts: To add organization or company contact name, use this option**.**

DCS Accounts: Allows users to link direct users to the DCS accounts

Remote Users: To set up remote brokers for this direct user, use this option**.**

Participant Detail

To view Participant Detail information, click on the view detail button from the Participant List.

Name:	Name of the direct user
ID#:	Fiscal code number of the direct user
Type:	Type of direct user
2nd ID:	CNVM registration number of the direct user
Status:	Direct user Status
Risk Level:	Currently not used
Address:	Address of the direct user
City/Region:	City/Region where the direct user is located
Postal code:	Postal Code
Telephone #:	Direct user's Telephone Number
Country:	Direct User's Country
Facsimile # :	Direct User's Facsimile #

Within the View Detail screen the user has the following options:

New:	Add a direct user
Delete:	Delete a direct user
Save:	Save the direct user after making change
Cancel:	Exit back to the Participant List screen

Blank Participant Detail Screen

To add new direct user, click on new from the Participant List screen. The Participant Detail screen is displayed

Participant Contacts Screen

To add or list contact list for the Direct User's company, click on the contact button.

Participant: Name of direct user

ID #:   Fiscal code of direct user

Type: Broker/Dealer/Bank

Contact For: Department of contact

Name: Name of contact (Mr., Mrs., Last, First)

Title: Title of contact

Phone: Phone number of contact

Within Participant Contact Screen, the user has the following options:

View Detail: View a Direct User's company's contact

New: Add new contact

DCS Accounts

To list or add clearing accounts for the direct user, click on the DCS accounts from the Participant List screen.

To enter a direct user's participant account number access the blank fields at the bottom of this screen. Input the following information: Bank account number, Clearing Bank (from pull down), free form description and Click on (auto number) to assign the next sequential account number.

Within the Clearing Accounts by Participant screen, the user has these options:

Account Positions: View security positions within each direct user's account

Sub Accounts: View the various sub account categories for each direct user account

DCS Clearing Account Positions

Displays the participant security positions from the DCS account screen.

Account #:   Displays direct user's account number

Participant: Direct User's Name

Trading Symbol: Issue Symbol

Account Position: Security positions for the direct user's account

Within the Account Positions by Account # screen the user has the following options:

Position Breakdown - This lists the various direct user sub accounts which make up the total security position.

Position History - Provides the historical direct user transaction history for each security position.

Sub Accounts Screen

Displays the direct user's various Depository sub accounts which contain positions totaling the direct user's position balance

Account #:	Direct user's account number
Participant:	Direct user's company name and company type
ID#:	Fiscal code of direct user
Code:	Sub-account code number
Description:	Sub-account description

Remote Users

Provides a list of remote users that can access the participant's account. For more information on the remote users, refer to chapter 11.

User Logon ID: User's logon ID for the application

User Name: User's full name

Organization: User's company name

Org ID#:   User's company ID #

Within the Remote User ID List, the user has the following options:
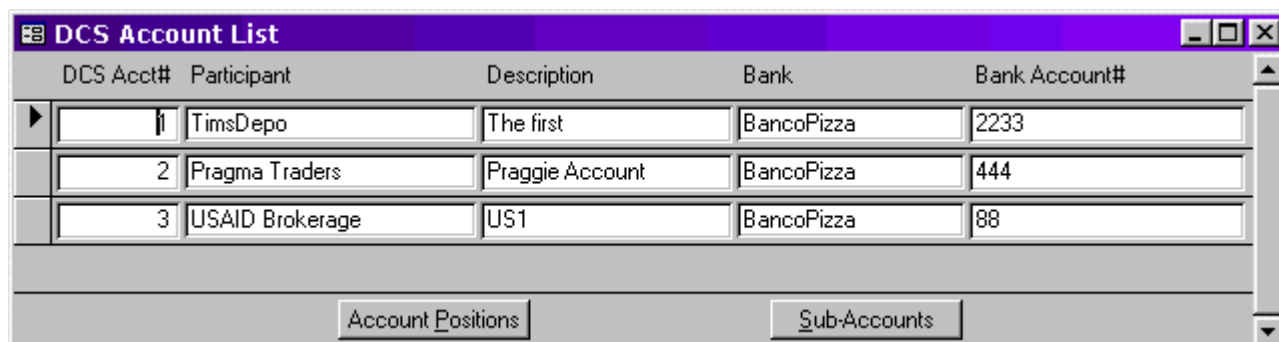
View Detail: View additional Remote User detail

New: To add a remote user

View Organization: Reflects the direct user detail of the company that

the Remote User works for

DCS Account List

To view list and information about the Depository Accounts, click on the DCS Accounts icon from the depository main menu.

DCS Acct#	Participant	Description	Bank	Bank Account#
1	TimsDepo	The first	BancoPizza	2233
2	Pragma Traders	Praggie Account	BancoPizza	444
3	USAID Brokerage	US1	BancoPizza	88

Account Positions   Sub-Accounts

The DCS Account List provides the user with a list of all participant depository accounts and their respective clearing bank and bank account number.

DCS Account #: Depository account number

Participant: Direct user name

Description: Clearing account description

Bank: Clearing account bank name

Bank Account #: Clearing bank account number

From this screen the user has (2) options. They are as follows:

Account Positions: View security positions within each participant's account

Sub Accounts: View the various sub account categories for each participant account

Clearing Bank

Clearing Bank option of the DCS main menu allows the users to define direct user's clearing banks and account numbers. When a Depository account for the direct user is added on the 'Clearing Bank by Participant' screen, the system displays a list of clearing banks for linking the direct users to their clearing banks.

Name	ID#	Phone#	Status	Our Account#
BancoPizza	88	888-8888	Open	54

View Detail   New   Contacts

Name: Name of the bank

ID#:   Bank's ID number

Phone#:   Bank's phone number

Status: Bank's status

Our Account #:   Direct user's account number at the bank

The following options are available from the 'Clearing Bank List' screen

View Detail: Click on this to view detail information about the bank

New: To add a new clearing bank , click on this option

Contacts: Allows the user to define a contact person for the bank

Clearing Bank Detail Screen

Click on View Detail and the detail screen is displayed

Clearing Bank Detail

Name: BancoPizza	ID#: 88
Our Account#: 54	2nd ID: 988
Status: Open	
Address: 1 Pizza Way	
City/Region: Milan Milan	
Postal Code: 32	Telephone# 888-8888
Country: Italy	Facsimile# 888-8888

New   Delete   Save   Cancel

Name:	Name of the clearing bank
ID#:	Fiscal code number of the clearing bank
Our Account #:	Direct user's account number at the bank
2nd ID:	CNVM registration number of the bank
Status:	Bank Status
Address:	Bank address
City/Region:	City/Region where the bank is located
Postal code:	Postal Code
Telephone #:	Clearing bank's Telephone Number
Country:	Clearing bank's Country
Facsimile # :	Clearing Bank's Facsimile #

Within the View Detail screen the user has the following options:

New:	Add a direct user
Delete:	Delete a direct user
Save:	Save the direct user after making change
Cancel:	Exit back to the Participant List screen

Chapter 6: Depository Transfers

To view all Depository Transfers; select the Depository Transfer icon from the DCS main menu.

A list of all transfers executed by the DCS System will be displayed.

Depository Transfer List

	ID	DateTime	Symbol	Quantity	AcctDB	AcctCR	Type	Status	OwnerID	Canceled
▶	49	12/06/99 8:31:56 AM	PIZZA	100	1		from Street Name	Registry Rejected	1409	Yes
	50	12/06/99 8:38:51 AM	PIZZA	100	4	3	to Street Name	Completed	1313	No
	51	12/06/99 8:44:56 AM	PIZZA	100	2		from Street Name	Registry Rejected	1409	Yes
	52	12/06/99 8:55:07 AM	CAPSYS	100	3	2	from Street Name	Completed	409	No
	53	12/06/99 8:58:50 AM	CAPSYS	100	3	3	from Street Name	Completed	1313	No
	54	12/06/99 9:20:38 AM	CAPSYS	100	3	3	from Street Name	Completed	1313	No
	55	12/06/99 10:09:49 AM	CAPSYS	113	3	3	from Street Name	Registry Rejected		Yes
	56	12/06/99 1:19:21 PM	CAPSYS	39	3	2	from Street Name	Completed	409	No
	57	12/06/99 4:01:25 PM	CAPSYS	22	3	2	from Street Name	At Registry		No

[Add]   [View Detail]   [Filter]   [Refresh]   [Close]

Depository Transfer List Fields

ID#   System generated sequential number that uniquely identifies each transfer.

Date   Date that the transfer was entered into the system.

Symbol   Unique issue symbol assigned to a security.

Quantity   Quantity of shares being transferred

Acct DB #   The account where the securities will be transferred from.

Acct CR #   The account where the securities will be transferred to.

Type   Indicates type of transfer.

Status   The status of the transfer request.

Canceled   Indicator that identifies the transfer as canceled by displaying a check mark in the column.

Within the Depository Transfer List, the user has two (2) options to choose. They are:

View Detail   Displays detail information on a specific transfer selected by the

user.

Tip
View detail information for a transfer by placing the mouse pointer on the ID # of a transaction and double click the left button.

New   Add a new transfer to the system.

To add a new transfer, click on new and a blank screen will be displayed.

Transfer Data Entry Screen

Transfer Data Entry Fields:

Transfer Type: Identifies the five different types of transfers in the DCS system, of which, the first three are available to the Depository. The system will prompt for information related to the selected type. For example, if the credit account number is entered, the system will provide account information. A sample sub-account screen follows.

Sub-account: Transfer from one sub-account to another within the main account.

Free/Portfolio: Transfer from one direct user's account to another.

from Street Name: Transfer from direct user's account at Depository into the shareholders account at the Registry

The other two transfer types not allowed in the Depository system are;

to Street Name: Indicates transfer from Registry to Depository

Settlement: Indicates transfer of securities as a result of Trade-for-Trade movement.

System will update this information when the transfer occurs in batch.

Depository Transfer Types

Following is a detailed discussion of each type of Depository transfer.

Sub-Account Transfer

Sub-Account Transfer Data Fields

Transfer Date/Time	Date and time transfer was entered into the system (system generated).
Requested By	User Id of the person requesting transfer (system generated).
Text	Free form field for comments or documentation
DB Acct #	Direct User's main account number from which the securities will be transferred from. When Debit account # is entered, the credit account # will be populated with the same information.
	When the DB Acct # is entered, the system will display account information in the field.
Sub-account:	List the available four sub-accounts within the primary account. They are:

Free:	*Free Position.* Sub-account 0
Seg:	*Seg Position.* Sub-account 1
Xfer In: Transfer In	Sub-account 2
XferOut: Transfer Out	Not currently available

When the Sub-Account is selected, the "Shares Available" will be displayed representing the total quantity available for transfer.

Tip
For a successful transfer there must be enough securities in the account from which you are transferring.

Symbol: Issue symbol for the security that is being transferred.

Field Type: Alpha (Upper Case only)

When the Symbol is entered, the ID, ISIN and Description is automatically filled.

ID: Base Number for the security

ISIN Temporary International Security Identification Number

Description Issuing Company's Name

Shares Enter Shares to Transfer representing the quantity to be transferred.

The following information is system generated and cannot be changed or deleted.

Status Status of the transfer.

DCS Transfer ID # System generated number for tracking the transfer.

When the transfer instructions are complete, one of the following options should be entered:

New Saves the current record and provides an empty detail template to enter another transfer.

Save Saves changes.

Cancel Exit Depository Transfer List without saving changes.

Tip
Users can delete the entered data by pressing Esc key.

Use the same procedures to execute the other two types of transfers, Free/Portfolio and from Street Name, permitted in the Depository system.

Cancel A Transfer

To cancel a completed **'sub-account', 'free/portfolio'** or a **'rejected from street name' transfer,** use the 'Cancel Transfer' button at the top of the Transfer Detail screen.

For a **'from street name'** transfer, the system allows 10 minutes to cancel a transfer. The wait period is indicated by the status of 'Awaiting Registry' on the Transfer List and Transfer Detail screen.

### *Procedures To Cancel A Transfer in 'Awaiting' Mode*

1. From the main menu click on the Transfer List

2. Locate the transaction that you want to cancel.

3. Check the status of the transfer. If the status indicates 'Awaiting Registry'. Click on View Detail for that transaction.

4. Click on the Cancel Transfer button in the upper right hand corner.

5. System displays message 'Transfer Canceled' and the date and time of cancel.

6. Click the small 'Cancel' button in the bottom right of the screen to close the screen

7. On the Transfer List a check appears next to the transaction that was canceled

Chapter 7: Positions and Statements

Account Position Information

To view Account Positions, select the Account Positions Information icon from the DCS main menu. The following screen will appear:
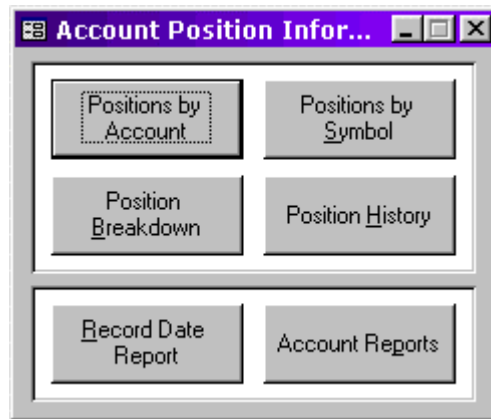
Within the Account Position Information screen, the user has six options to select from. They are:

1. Positions by Account

2. Positions by Symbol

3. Position Breakdown

4. Position History

5. Record Date Report

6. Account Statement

Account Position Display Fields

Within the Account Positions Information selections, the following fields or buttons will be displayed on the screens or reports. They are:

Account #   Account number at the Depository and type of account.

Participant   Name of account holder (Direct User).

Trading Symbol   Unique alpha symbol used to identify the security.

Account Position   Total quantity of a security in main Depository account.

Sub-Account Position   Quantity of a security in a specific account type.

Position Breakdown   Button used to access the locations of the security

Position History   Button used to access the transaction history within a security

Positions by Account

The Account Positions by Account lists all positions within a Depository Account. To scroll through accounts, use the buttons to the right of the screen. The options available are:

      Previous   Displays previous record.

      Next   Displays next record.

      Close   Exits to the DCS main menu.

Also, the user can access:

      Position Breakdown

      Position History

These options will be discussed later on in this chapter.

Positions By Symbol

The Account Positions by Symbol lists all Depository accounts within a security. To scroll through symbols, use the buttons to the right of the screen. The options available are:

Previous   Displays previous record.

Next   Displays next record.

Close   Exits to the DCS main menu.

Also, the user can access:

Position Breakdown

Position History

These options will be discussed later on in this chapter.

Position Breakdown

The Account Position Breakdown screen lists all sub-accounts within the Depository primary account by a specific security. To scroll through symbols, use the buttons to the right of the screen. The options available are:

Previous	Displays previous record.
Next	Displays next record.
Close	Exits to the DCS main menu.

Also, the user can access:

Position History

This option will be discussed later on in this chapter.

Position History

The Account Position History screen lists all transfers for a specific security within the Depository primary account. The options available are:

      Close   Exits to the Account Position Breakdown screen.

Also, the user can access:

      Position Breakdown (This option was discussed earlier in this chapter.)

      View Detail

Click on View Detail and the Depository Transfer Detail screen will be display.

This screen lists detail information about the selected transfer. Within Transfer Detail, the user has the following options:

New   Add a new transfer.

Cancel   Exit to Account Position History screen.

These options were discussed in detail in Chapter 6.

Record Date Report

To create a Record Date Report click on the Account Position Information button from the DCS Main Menu, then click Record Date Report and the above dialog will appear on the screen. The user is required to enter a valid trading symbol to produce this report. As of date defaults to the current date, but can be changed by using the pull-down arrows for month and year. When the specified month appears, select the actual day by clicking on the number. After you have entered the information, you have the options to:

❑ Click on the "Print Preview" button to preview the report, or

❑ Click on the' Print' button to send the report to the printer, or

❑ Click on the "Cancel" button to cancel the print.

TIP

Print Preview: If you select the Print Preview option, the system will display the report in window. You can maximize the report by clicking on the screen. To get a closer look at the data click on the report again.

Record Date Report Description

Report Title:	Record Date Report
Purpose:	This report creates a list of DCS account positions in a specified Issue for a specific date.
Selection Criteria:	Issue, Record Date
Date:	Users have the option of producing the report for any date.

Sort Sequence: The report consists of two parts; a cover page and detail pages. The cover page simply lists information about the report including the Issue selected. The detail pages list the DCS Account positions for the selected security as of the selected date.

Frequency: On request

Record Date Report Sample (Cover Page)

Record Date Report
for

Capital Market Systems Software

Symbol:	**CAPSYS**
Issue ID#:	**2**
ISIN:	**RO777333**
Type:	**Common Stock**
Status:	**Publicly Traded**
as of Record Date:	**14-Jun-99**
Total Depository Position	**3,539**

Prepared by: Soc. Nat. de Compensare, Decontare, D
WTC, B-dul. Expozitiei 2
Camera D3.22
Bucuresti, Sector 1
Romania
Fax: (401) 222.95.09

Page 1

Printed: 14/06/99 6:51:17 AM

Record Date Report Sample (Detail)

Record Date Report   *Record Date:* **14-Jun-99**

Trading Symbol: **CAPSYS**   **Capital Market Systems Software**

DCS Account#:   **1**   *Account Position:*   **1,000** (28.26% of Total)

Tims Depo Here There There x22

DCS Account#:   **2**   *Account Position:*   **1,500** (42.38% of Total)

Pragma Traders 29 Morningside Dr. Kansas City Missouri 64113

DCS Account#:   **3**   *Account Position:*   **1,039** (29.36% of Total)

USAID Brokerage WTC Bucharest Bucharest 21209

Sum of DCS Account Positions: **3,539**

Account Statement

To either preview or print an account statement from the main menu of the DCS system click on the 'Account Statement' option and the following screens will be displayed.

To print Activity Detail:

1. Select *Activity Detail* in the Statement Type Box

2. Press the TAB key and account owner and ID Number will appear.

3. Enter the "From Date" to choose the starting point of you range.

4. Enter the "To Date" to choose the ending point of your range.

5. Click on the "Print Preview" button to preview the report, or

6. Click on the' Print' button to send the report to the printer, or

7. Click on the "Cancel" button to cancel the print.

8. If there is not activity for that period system will display a message:

Account Statement Report (Activity Detail)

Report Title:	Account Statement Report (Activity Detail)
Purpose:	This report will create participant statements by detailing the transactions made in a given DCS account over a specified time interval.
Selection Criteria:	Statement Type, Account Number, From Date, To Date
Date:	Users have the option of producing the report between any range of dates.
Sort Sequence:	The report consists of two parts; The Summary of Account Positions and Account Activity for Trading Symbol. The Summary of Account Positions lists the Issues held in the account, and provides the type, status, and position of each one.
	Account Activity for Trading Symbol breaks down the account by Issue. Under each Issue, Account Activity for Trading Symbol shows a chronological listing of the Transfer ID#, Transfer Type, Sub-Account, amount, and new balance of every transfer involving that Issue in that Account. The last "Share Balance" entry for each issue corresponds to the "Quantity Owned" field in the preceding Summary table.
Frequency:	On request
Name and Address:	Name and address of the Depository
Account Number:	User number at the Depository
Account Description:	Name of the account
Activity Statement:	Time period the statement covers
Account Owner(s):	Name and Address of account owners
Trading Symbol:	The Trading Symbol for each Issue held in the account.
Description:	The name of the Issue corresponding to each trading Symbol
Type:	Type of security-- Common Stock, Preferred Stock Mutual Fund, Bond, Bills.
Status:	Status of security-- Restricted, Retired, Publicly Traded, or Private Issue
Shares Owned:	The balance of that Issue in the account on the

last day in the specified time interval

Page: Page Number

Printed: Date and time when the report was printed.

The summary report creates participant statements by summarizing the positions of a given account as of a certain date.

Account Statement Report Samples

Activity Detail

Soc. Nat. de Compensare, Decontare, Dep
WTC, B-dul. Expozitiei 2
Camera D3.22
Bucuresti, Sector 1
Romania
Fax: (401) 222.95.09

Account Activity Report

Account Number	Activity Period
3	01-Jun-99 thru 13-Jun-99

Account Description
US1

Account Owner:

USAID Brokerage
WTC
Bucharest, Bucharest
Romania 21209
Fax: 999-9999

Account Activity for Trading Symbol 'CAPSYS'

Date	Transfer ID#	Transfer Type	Sub-Account	Shares Transferred
12-Jun-99	52	from Street Name	Transfer In	-100
12-Jun-99	53	from Street Name	Transfer In	-100
12-Jun-99	54	from Street Name	Transfer In	-100
12-Jun-99	56	from Street Name	Transfer In	-39
12-Jun-99	57	from Street Name	Transfer In	-22

Account Activity for Trading Symbol 'PIZZA'

| Date	Transfer ID#	Transfer Type	Sub-Account	Shares Transferred
12-Jun-99	50	to Street Name	Transfer In	100

Activity Summary

Soc. Nat. de Compensare, Decontare, Dep
WTC, B-dul. Expozitiei 2
Camera D3.22
Bucuresti, Sector 1
Romania
Fax: (401) 222.95.09

Account Position Report

Account Number	Positions as of
3	13-Jun-99

Account Description
US1

Account Owner:

USAID Brokerage
WTC
Bucharest, Bucharest
Romania 21209
Fax: 999-9999

Summary of Account Positions

Trading Symbol	Description	Type	Status	Shares Owned
CAPSYS	Capital Market Systems Software	Common Stock	Publicly Traded	1,039
PIZZA	Tina Pizza	Common Stock	Publicly Traded	1,100

Chapter 8: Clearing & Settlement:

Clearing and Settlement Menu

The Clearing & Settlement option provides the four functions displayed below:
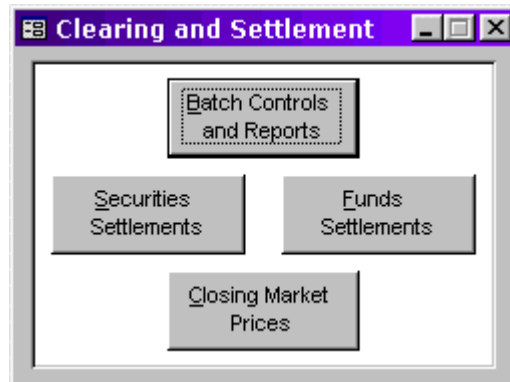
Batch Controls and Reports

The batch controls and reports option of the Clearing and Settlement menu provides users the ability to perform some of the batch functions manually. Only the 'Reports' option will be available to the users of the Depository organization. The system administrator will be responsible for executing the rest of the options on this screen. **Precaution must be taken not to execute any of these options concurrently.**

Options

Options will allow the system administrator to schedule batch cycle at a desired time.
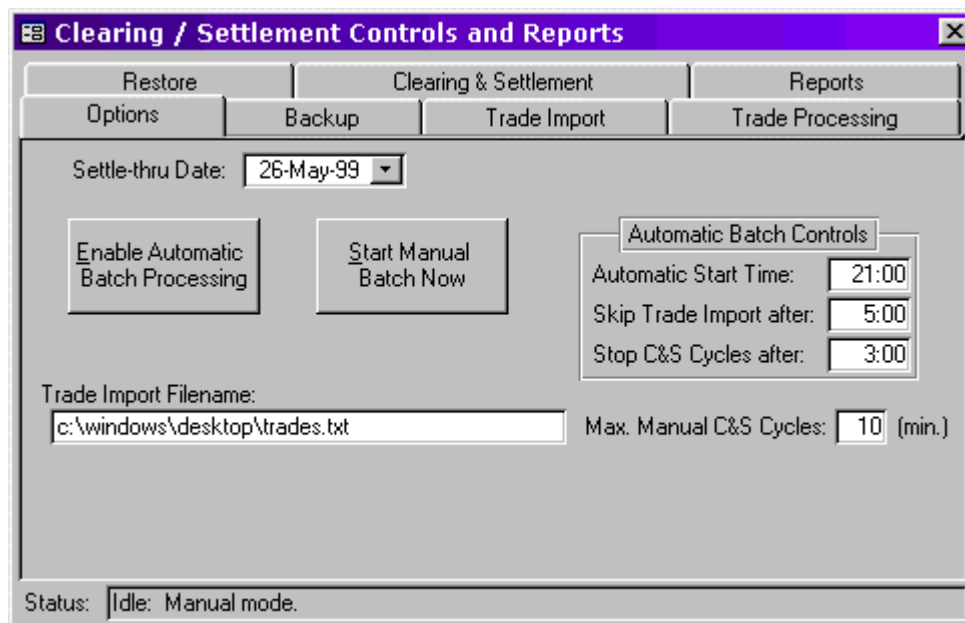
Settle thru Date: The ending date for which settlement is to run through

Enable Automatic

Batch Processing: You must click on this button to begin the automatic batch cycle for trade settlement processing

Start Manual

Batch Now: Click on this button to start the manual batch cycle process

Automatic Batch

Controls: Lists changeable time parameters for automatic trade batch processing.

Automatic Start Time: Displays the time to start settlement cycle automatically

Skip Trade Import: Do not process Trade Import if the file is not available after the specified time

Stop C&S Cycles: Stop C&S cycle after the specified time

Trade Import

Filename: The file name of trade data received via import

Max Manual

C&S Cycles: The period for which the system will wait for a failed trade to be resolved in the manual mode

Status: Displays status of cycle at all times.

Backup procedures

If for any reason the system databases need to be backed up, the system administrator will execute this option.
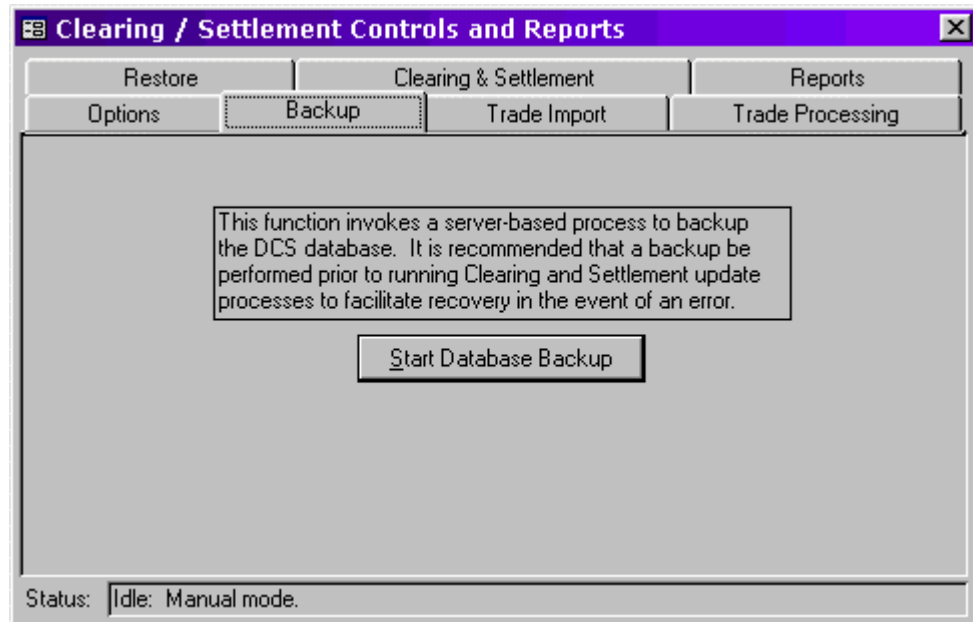
Start Database

Backup: To backup data to a file, click on this option

Status: Indicates status of the backup process

Restore procedures

If for any reason the system databases need to be restored, the system administrator will execute this
option.

Status: Indicates status of the restore process

Trade Import

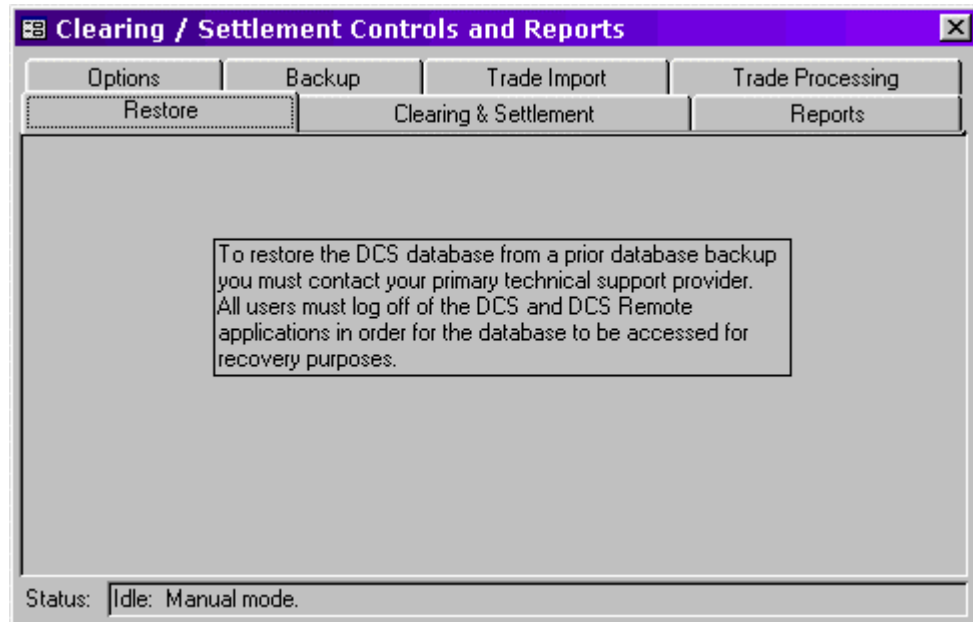Trade import option of the Clearing and Settlement process allows the user manual execution of a trade file. The trade file import will run in batch mode when the nightly batch cycle runs. If a rerun of the trade file is required then this option will permit the user to do so.
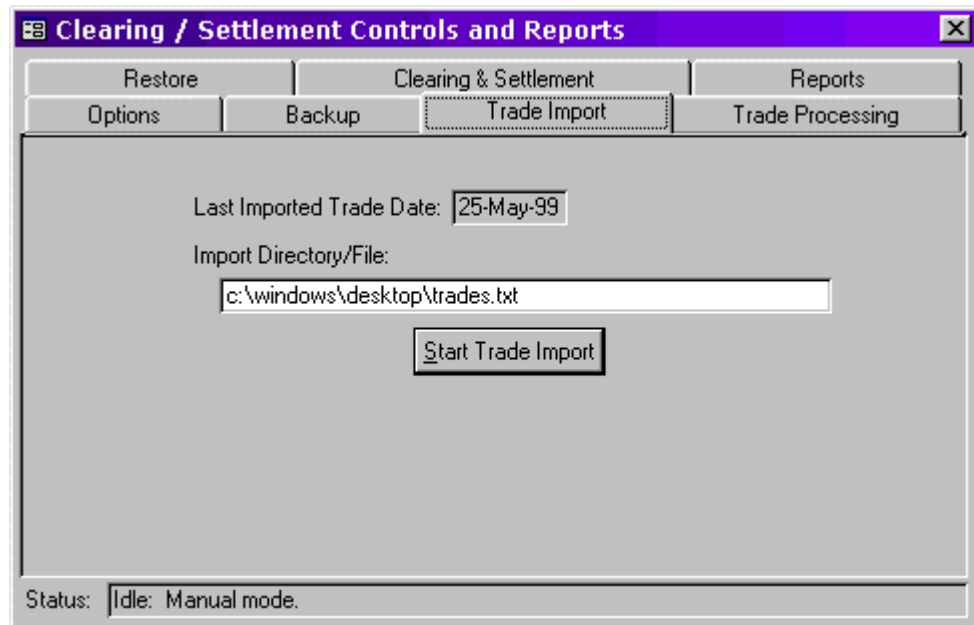
Last Imported

Trade date:	Date imported trades were last processed
Import Directory/File:	File where the trade data is stored
Start Trade Import:	Click on this button to start the process
Status:	Indicates status of the process

Clearing /Settlement

This option will start a manual Clearing/Settlement cycle for the DCS system.
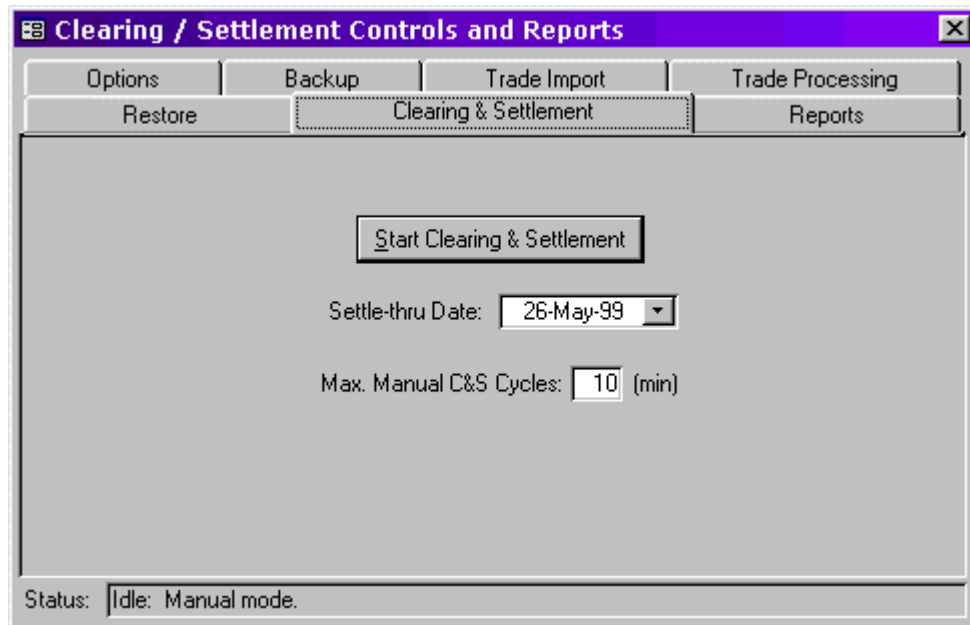
Start Clearing &

Settlement: Click on this button to start the Clearing & Settlement process for the date displayed in the window

Settle thru Date: Date up to which trades are settled

Max. Manual

C&S Cycles: Maximum time allowed for the C&S cycle to run when running in manual mode

Status: Indicates status of the process

Trade Processing

This option reflects the number of imported trades to be processed by the Clearing & Settlement system. Access of the Trade Import must occur before this option is performed.

Dialog Box: Indicates the number of imported trades to be processed

Start Trade

Processing: Click to process imported trades

Status: Indicates the status of the process

Settlement Reports

The DCS report information is generated by the system during the settlement cycle. Users have the flexibility to generate (query) reports as they desire. Detail descriptions and a sample of each report is included in chapter 10 of this manual.

Securities Settlements
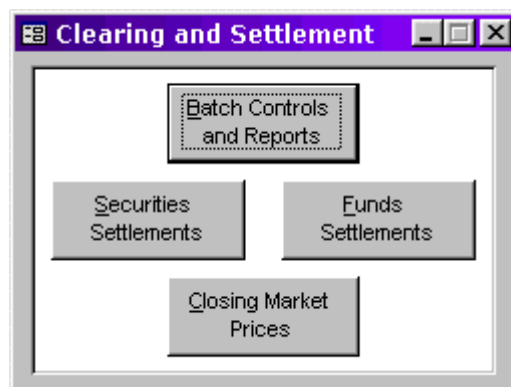
Projected Settlement

This option reflects projected (prior to settlement date) net securities settlement data: Date, Account, Symbol, Shares to Settle, Funds to Settle and Settle Method. The information will also be on batch reports. This screen allows the user direct access to the Funds Settlement information.

Date:		Date of expected settlement	
Account:		Direct User's account at Depository	
Symbol:		Symbol of security position to settle	
Shares to			
Settle:		Net position to settle per account and security	
Funds to			
Settle:		Net funds required to settle the security position	
Settle			
Method:		Indicates the way the system settles trades	

(TFT = Trade-for-Trade)

Actual Settlements

This option reflects actual net securities settlement data: Date, Account, Symbol, Shares to Settle, Funds to Settle and Settle Method. The information will also be on batch reports. This report allows the user direct access to the Funds Settlement information and the detail behind each settling position.

ID	Date	Account	Symbol	Shares to Settle	Funds to Settle	Settle Method
1941644	19-Apr-99	2	PIZZA	-100	$7,801.00	TFT
1941644	19-Apr-99	3	PIZZA	100	($7,801.00)	TFT
1941648	19-Apr-99	2	CAPSYS	100	($7,801.00)	TFT
1941648	19-Apr-99	3	CAPSYS	-100	$7,801.00	TFT

Securities Settlements (Actual) — Projected Settlements / Actual Settlements — Close / View Detail / Funds ...

Date: Date of settlement

Account: Direct User's account at Depository

Symbol: Symbol of settling security

Shares to Settle: Net settling position per account and security

Funds to Settle: Net funds required to settle the security position

Settle Method: Indicates the way the system settles trades (TFT represents Trade-for-Trade)

Securities Settlement (Actual)

Click on View Detail to access the Securities Settlement Detail (Actual) screen below:

Settlement Date:	Date trade settled
ID:	Unique trade identification number
Method:	How trades are processed
Trading Symbol:	Symbol of settling security
	(name of security is system generated)
Shares Settled:	Share quantity to settle
Funds Settled:	Amount required to settle trade
DCS Account #:	Direct User's account number at the Depository
Participant:	Status of the Direct User
ID#	Direct User's ID number

Funds Settlements:

The Funds Settlement screens will provide on-line information on actual as well as projected money settlement for a user's account. This information will be available at detail or summary level. For further research, the system allows direct access to the Securities Settlement information. This information will be available on the Funds Settlement report.

Funds Settlement Projected

Screen reflects by account the net money to receive or pay on future settling trades.

	Date	DCS Acct	Net of Trades	Net Adjustments	Net Money	Bank Account	Bank Name
	26-May-99	2	$2,000.00		$2,000.00	444	BancoPizza
	26-May-99	3	($2,000.00)		($2,000.00)	88	BancoPizza

Date: Date of settlement

DCS Acct: Direct User's Depository account

Net of Trades: Net money to receive or pay on trades

Net Adjustments: Netted amount of adjusting entries

Net Money: Balance of Net of Trades and Net Adjustments

Bank Acct: Direct User's clearing bank account number

Bank Name: Name of clearing bank

Click on View Detail to access the Funds Settlement Detail (projected) screen below:

Funds Settlement Detail (Projected)

Settlement Date: Date of settlement

DCS Account#: Direct User's Depository account

Description: Name of Direct User account

Bank Account#: Direct User's clearing bank account number

Net of Trades: Net money to receive or pay on trades

Net Money: Balance of Net of Trades and Net Adjustments

Participant: Name of Direct User

ID#:   Bank's identification number

Bank Name: Name of clearing bank

Net Adjustments: Netted amount of adjusting entries

Description: Description of funds settlement transactions

Amount: Settlement transaction amount

User ID: Identification of user processing transaction

Entry Date: Date entry is processed

Funds Settlement Actual

This form reflects by account the net money received or paid on settlement date.

Date	DCS Acct	Net of Trades	Net Adjustments	Net Money	Bank Account	Bank Name
19-Apr-99	2	$0.00		$0.00	444	BancoPizza
19-Apr-99	3	$0.00		$0.00	88	BancoPizza
26-May-99	2	$2,000.00		$2,000.00	444	BancoPizza
26-May-99	3	($2,000.00)		($2,000.00)	88	BancoPizza
28-May-99	2	$1,700.00		$1,700.00	444	BancoPizza
28-May-99	3	($1,700.00)		($1,700.00)	88	BancoPizza

Date: Date of settlement

DCS Acct: Direct User's Depository account

Net of Trades: Net money to receive or pay on trades

Net Adjustments: Netted amount of adjusting entries

Net Money: Balance of Net of Trades and Net Adjustments

Bank Acct: Direct User's clearing bank account number

Bank Name: Name of clearing bank

Click on View Detail to access the Funds Settlement Detail (actual) screen below:

Funds Settlement Detail (Actual)

Settlement Date:	Date of settlement
DCS Account#:	Direct User's Depository account
Description:	Name of Direct User's account
Bank Account#:	Direct User's clearing bank account number
Net of Trades:	Net money to receive or pay on trades
Net Money:	Balance of Net of Trades and Net Adjustments
Participant:	Name of Direct User
ID#:	Bank's identification number
Bank Name:	Name of clearing bank
Net Adjustments:	Netted amount of adjusting entries
Description:	Description of funds settlement transactions
Amount:	Settlement transaction amount
User ID:	Identification of user processing transaction
Entry Date:	Date entry is processed

Closing Market Price

The closing market price option allows the user to view the last closing price of all securities. This information may change daily. It is captured during the settlement cycle and used for system calculation. This is a view only screen and cannot be changed. **To view the closing price, click on 'Closing Price' on the 'Clearing and Settlement' menu.**

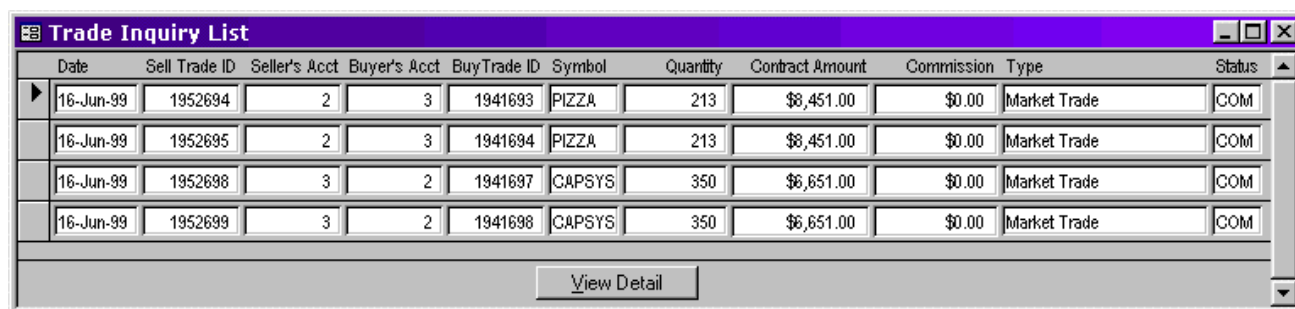| Trade Date	Symbol	Last Trade	Closing Market Price
16/04/99	CAPSYS	15:43	$7.80
16-Apr-99	PIZZA	15:43	$7.80
24-May-99	CAPSYS	15:43	$7.80
24-May-99	PIZZA	15:43	$7.80
25-May-99	CAPSYS	15:43	$6.80
25-May-99	PIZZA	15:43	$8.80
26-May-99	CAPSYS	15:43	$6.70
26-May-99	PIZZA	15:43	$8.40
16-Jun-99	CAPSYS	15:43	$6.65

Trade Date: Date when the security was last traded

Symbol: Symbol of the security

Last Trade: Time of the last trade in the security

Closing Market   Closing Market Price of the security

Price: at the time of the trade

Chapter 9: Trade Inquiry & Funds Adjustments

Trade Inquiry List

The purpose of this option is to facilitate on-line viewing of all trades. This option will be used mainly for research and inquiry purposes and to resolve conflicts in order to settle the unsettled trades.

To view trades from the main menu of the Depository, Clearing and Settlement system, click on the Trade Inquiry icon. The system will display a list similar to one displayed below.

Date	Sell Trade ID	Seller's Acct	Buyer's Acct	BuyTrade ID	Symbol	Quantity	Contract Amount	Commission	Type	Status
16-Jun-99	1952694	2	3	1941693	PIZZA	213	$8,451.00	$0.00	Market Trade	COM
16-Jun-99	1952695	2	3	1941694	PIZZA	213	$8,451.00	$0.00	Market Trade	COM
16-Jun-99	1952698	3	2	1941697	CAPSYS	350	$6,651.00	$0.00	Market Trade	COM
16-Jun-99	1952699	3	2	1941698	CAPSYS	350	$6,651.00	$0.00	Market Trade	COM

[View Detail]

Trade Id:	Transaction reference that is assigned by RASDAQ on trade date. First three numbers represent the Julian date followed by a four digit sequential number.
Date:	Settlement date of trade
Seller's Acct.:	Account number at the Depository for the selling broker.
Buyer's Acct:	Account number at the Depository for the buying broker
Units:	Quantity of shares traded
Symbol:	Unique alpha symbol assigned for each security.
Contract Price:	Price at which the trade was executed.

To view detail information for any of the trades displayed on the Trade Inquiry List point the arrow in Trade ID box and click on 'View Detail' button at the bottom of the screen and the system will display ' Trade Inquiry Detail' screen.

Tip

The detail screen can also be accessed by placing the

mouse indicator on Trade ID and double clicking the

left mouse button.

Trade Inquiry Detail

Field	Description
Trade ID:	Transaction number assigned by trading system
Type:	Market or Limit Order
Settlement Date:	Settlement Date for this Trade
Date/Time:	Date and Time that the trade was executed
Status:	Indicates status of the trades unsettled or settled-
Imported Trade Status:	Status of the transaction after import (COM = Completed, CXL = Canceled)
Seller:	Name of the Selling broker
DCS Account:	Depository account number of the Selling Broker
Imported Status Date/Time:	Date & Time when the transaction was imported
DCS Settle Method:	Method of Settlement, Trade For Trade or Continuous Net Settlement
Buyer:	Name of the Buying broker
DCS Acct:	Depository account number of the buying broker
Symbol:	Trading symbol of the unsettled security
Units:	Quantity of shares traded.

DCS Method

Forced: Securities settled automatically or forced

Issue ID: Identification number for the security

                         (9 character RSNS #)

Unit Price: Execution price of trader

DCS Import

Date/Time: Date & Time of Import Process

ISIN: Temporary International Security Identification Number

                         identifying the security

Settle Amt: Total amount in Lei of the trade

DCS Process

Date/Time: Date & Time when the trade was processed

Close: Click on this button to exit this screen

Funds Adjustments

This option allows the users to view any adjustments to the settlement funds. These adjustments are made by the Depository and typically include miscellaneous adjustments such as Depository fees, prepayment, penalties or any other adjustments. These adjustments are also reported on the 'Settlement Projection Report' after the settlement cycle.
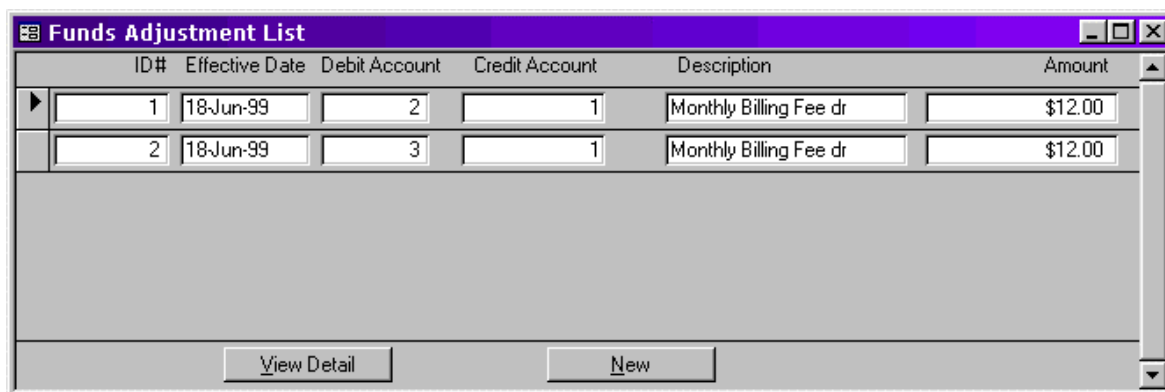

Tip

Fund adjustments screen are for display or print only screens.

Users cannot add or change data on this screen.

To view Funds Adjustments, from the main DCS screen click, on the 'Funds Adjustments' icon. System will display a list of all pending fund adjustments.

Funds Adjustments List

Id #:	Transaction ID assigned by the system.
Effective Date:	The date processed against the Direct User's settlement account.
Account #:	The Direct User's account number to which the funds adjustment will be processed.
Description:	Reason for the funds adjustment.
Amount:	The amount of the funds adjustment.

To view detail information for any of the fund adjustments displayed on the Funds Adjustments List, point the arrow in the left most column to the transaction and click on 'View Detail' button at the bottom of the screen and the system will display 'Funds Adjustment Detail' screen.

> **Tip**
> The detail screen can be accessed by placing the
> mouse indicator on Trade ID and double clicking the
> left mouse button.

Funds Adjustments Detail

Funds Adjustment Detail

Debit Account: Pragma Traders; 2 / Praggie Account	Effective Date: 18-Jun-99
Credit Account: TimsDepo; 1 / The first	Entry Date: 17-Jun-99
Type: Monthly Billing Fee dr	UserID: Admin
Amount: $12.00	Adjustment ID#: 1

New   Delete   Save   Cancel

|	
Account:	The Direct User's account name and number to which the funds adjustment will be processed.
Type:	Reason for the funds adjustment.
Amount:	Amount of adjustment.
Effective Date:	Date the adjustment will be processed through the Direct User's Bank account.
Entry Date:	Date the funds adjustment was entered.
User ID:	System identifier of the person making the entry.
Adjustment ID#:	System generated transaction number.

Chapter 10: Interfaces

Depository Interfaces

The Depository, Clearance & Settlement system directly interfaces with Independent Shareholder Registry (RISR) , Remote Depository (RDCS) and Trading system. The interface to Remote Registry is through the main Registry (RISR) system. The following diagram illustrates DCS interfaces with other modules.
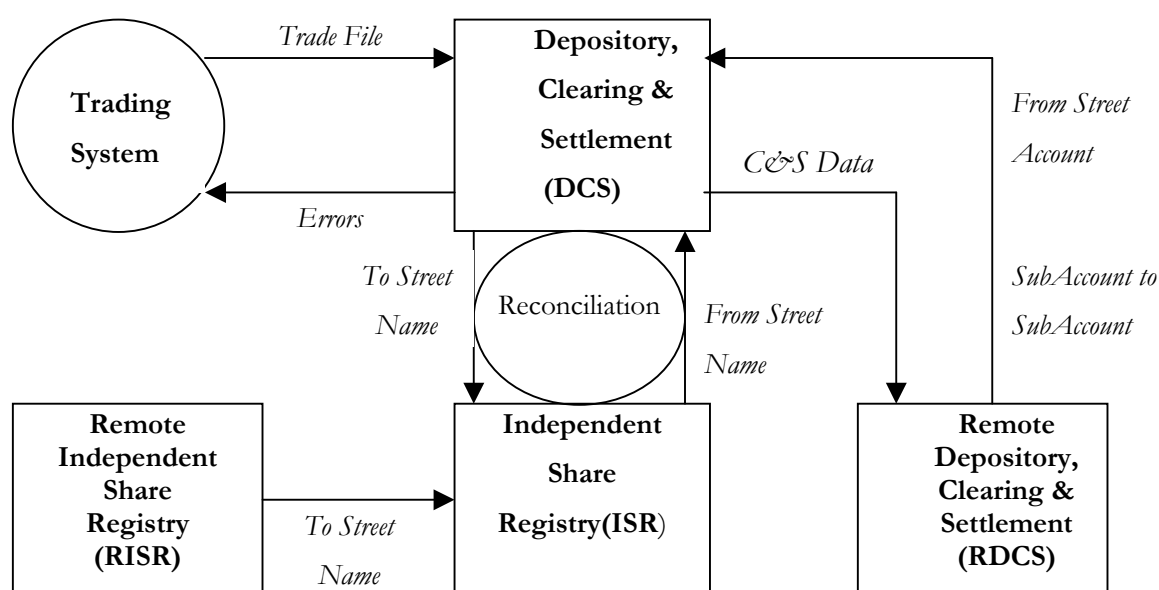
Trading Systems

When the trade import file containing today's trades and corrections are received, the DCS system is updated with the trade data. Any rejections are sent back to Trading System for corrections.

Remote Depository, Clearing & Settlement (RDCS)

When a transfer in the Remote Depository is made, the DCS system automatically gets updated for all transfers. Any time the Clearance and Settlement runs in the main Depository, the remote databases are updated with the most current information.

From Depository (DCS) to Registry (ISR)

Transfer types of "from street name" from the main Depository (DCS) directly and Remote Depository(RDCS) (via the main Depository (DCS)) go to the Registry(ISR). If rejected by the Registry (ISR), the transfers are sent back. If completed, the Reconciliation module in the main Depository (DCS) system is updated. To learn more about the Reconciliation process, refer to the *Out-of-balance Depository positions*, explained below.

From Main Registry

From the main Registry (ISR) directly and the Remote Registry indirectly (RISR), all "to street name" transfers go to the main Depository (DCS) system. If rejected, they come back to Registry. If completed, the Reconciliation module in the Registry is updated.

Registry Reconciliation

Out-Of-Balance Depository Positions

The reconciliation process is designed to provide users up-to-date information on Depository positions of securities at all times by comparing the Registry system transfer activity to the Depository transfer activity. **If both sides are in agreement, nothing will be displayed on the reconciliation screen.** Otherwise, the system will display Registry counts vs Depository counts for the out-of-balance security on the Reconciliation screen.

When transfers are made from the Depository to the Registry, the system updates counts for the DCS Position immediately. The automatic update of the Registry (ISR) position is scheduled for every morning. Manual updates can be executed any time during the day by clicking on the import button of the reconciliation screen. **If there is a mismatch between the two systems, make sure that the import process has been executed**.

To access reconciliation information, click on Registry Reconciliation ICON from the DCS main menu.

Out-Of-Balance Positions With Registries:

Registrar Id:	ID number for Registry in the Depository System
Account #:	Depository Nominee Account Number in Registry
Symbol:	Symbol of security that is out-of-balance
DCS Position:	Depository share count
ISR Position:	Registry share count
ISR Date Time:	Date & Time of last transfer (any type)
Net to ISR:	Position difference between the DCS positions and the ISR positions

Import	Process for manually importing Registry position
Published	
Position:	**To import Registry position, simply click on 'Import Published Position' button at the bottom of the screen. There will be a few seconds delay and system will come back with updated data.**

Sample below illustrates disagreement of the two systems. The reconciliation screen shows that for symbol "ABC" the Registry count is '57' and the Depository count is '55'.

Explanation of mismatch:

1. ID # 41 was for 40 shares. Transfer count is 40.

2. ID # 42 was for 20 shares. Transfer count is 60. (40+20).

3. ID # 43, 44, 45 are canceled

4. ID # 47 was made "from street name" which reduced the transfer count from Registry to Depository to "57" (60-3)

5. ID # 48, for two shares was rejected by the Registry causing out-of-balance condition.

Chapter 11: Remote Access

The Remote Access feature of the Depository, Clearance and Settlement system provides the user the ability to set up 'system and security access' for brokers, dealers and banks who will be allowed to use the Remote Depository Clearance and Settlement system. The set ups done through this screen will be used to verify User ID and password for remote access and to confirm that the user is authorized to access this account during the transfer of the securities.

For remote access:

- The user firm must be set-up as organization in the DCS system.

- Organization must be linked to one or more accounts.

- All users within the organization must be set-up as valid users of the system.

- All the remote users must be linked to "only one account"

There are two ways to enter remote access data in the DCS system.

1. By clicking on the 'Remote Access' icon on the DCS main menu.

2. Or by using the small button labeled 'remote user' on the participant screen.

In both cases, it is assumed that the participant or organization (broker or bank) has been added to the DCS system and linked to one or more DCS accounts. The difference between the two options is that; in option 1, a remote user information is added first and then linked to organization. Whereas option 2 lists participant first and the user is added to that specific participant.

To add a user with the Remote Access icon, click on the icon and a list of all remote users is displayed.

Remote User ID List:

User Logon ID	User Name	Organization	Org ID#
KA01	Smith, Tim	USAID Brokerage	39
PG01	Biriyani, Monique	Pragma Traders	76

View Detail   New   View Organization

User Logon ID:	An Id assigned to the user for Logon purposes. Usually first name followed by last initials.
User Name:	Full name of the remote system user
Organization:	Name of the organization (brokerage firm or bank)
Org ID #:	ID number of the organization.
View Detail:	By clicking on this button, the user can view detail information about the remote user which has the arrow in the far left corner of the screen next to the user Logon ID.
New:	To add a new user, click on 'New'
View Organization:	Click on this button to view detail information about the user's organization or company.

To add a new user, click on 'New' and a screen to enter user data and a list of organizations is displayed.

Remote User Detail

Enter user data and click on the organization to which this user belongs. If you do not see the organization name in the window, click on the up or down arrow to locate the company. A list of all the accounts associated with the organization is displayed. Click on the account number and then click on the 'Save' button.

Logon ID:	An Id assigned to the user for Logon purposes. Usually first name followed by last initials.
User's Name (Last):	Last name of the user.
Gender:	Gender of the user. Click on little arrow next to the field
User's Name (Last):	First name of the remote user
Corp Title:	Official title of the user

Telephone #:	Telephone number of the user
Facsimile #:	Fax number of the user
Organization:	List of all current organizations or Direct Users in the system. A list of account numbers assigned to the organizations are displayed below the organization window.
New:	To add a new user, click on 'New'
Delete:	Use this button to delete an existing user from the system
Save:	Click on this button to save a new user information
Cancel:	Use this button to cancel newly entered data. Once the record is saved it must be deleted using the 'Delete' button.

To add a remote user using 'Participant ' icon, click on the icon and a list of all Participants will be displayed.
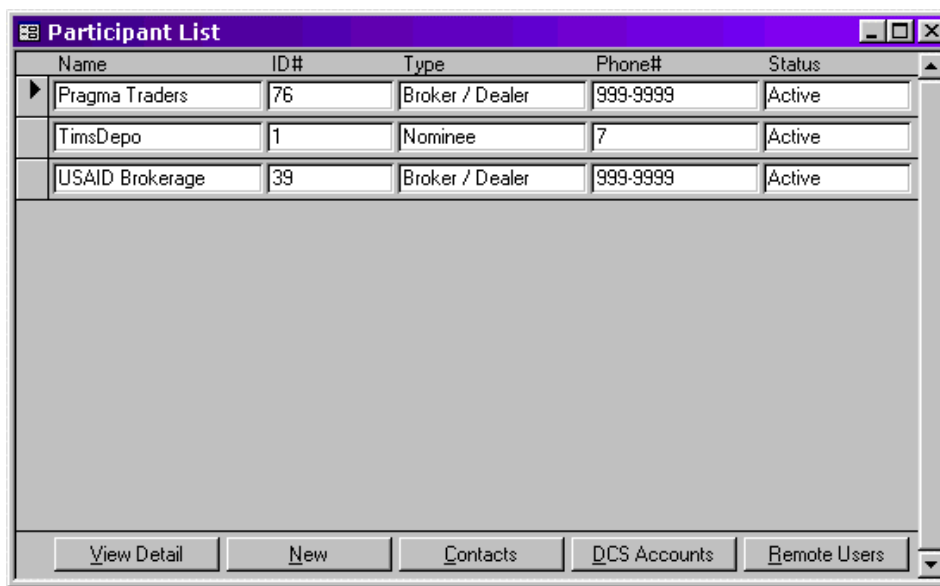
Click on 'Remote Users' button at the bottom of the screen. If there are current users, a list of users will be displayed; otherwise; a blank screen will be displayed.

Chapter 12: DCS Reports

The Depository Clearing & Settlement system generates manual as well as automatic batch reports.

- ❑ Manual reports provide the user the flexibility of selecting report period and in many cases account numbers. All of the manual reports can be previewed by the user on-line before printing them.

- ❑ Some reports, such as, Billing reports are interactive reports which the system updates information immediately. The settlement reports depend on the settlement cycles.

- ❑ Automatic batch reports are a group of reports that are generated automatically if the automated clearing and settlement process is enabled from the Options tab of the Batch Controls & Reports form.

The DCS reports are:

The following reports are produced sub-option 'Batch Controls & Reports' under main option 'Clearing & Settlement' on the 'DCS main menu'.

- ❑ **Trade Detail**

- ❑ **Settlement Projections By Member**

- ❑ **Funds Projections By Bank**

- ❑ **Actual Settlements By Member**

- ❑ **Funds Settlements By Bank**

- ❑ **Failed Settlements**

- ❑ **Trade Import Exception Report**

The following reports are produced using the 'Billing' option on the ' DCS Main Menu'.
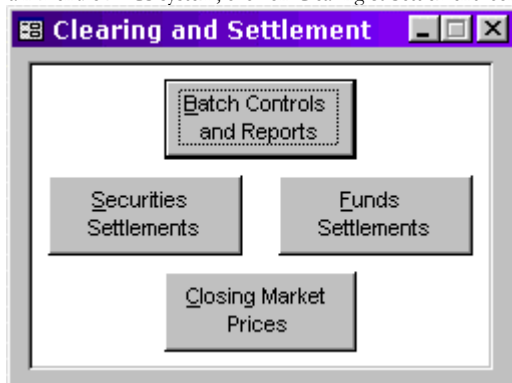
- ❑ **Billing Detail Report**

The following Statements/Reports are produced using the 'Account Position and Information' option on the 'DCS Main Menu'. These reports are also covered in Chapter 7 - Positions and Statements.

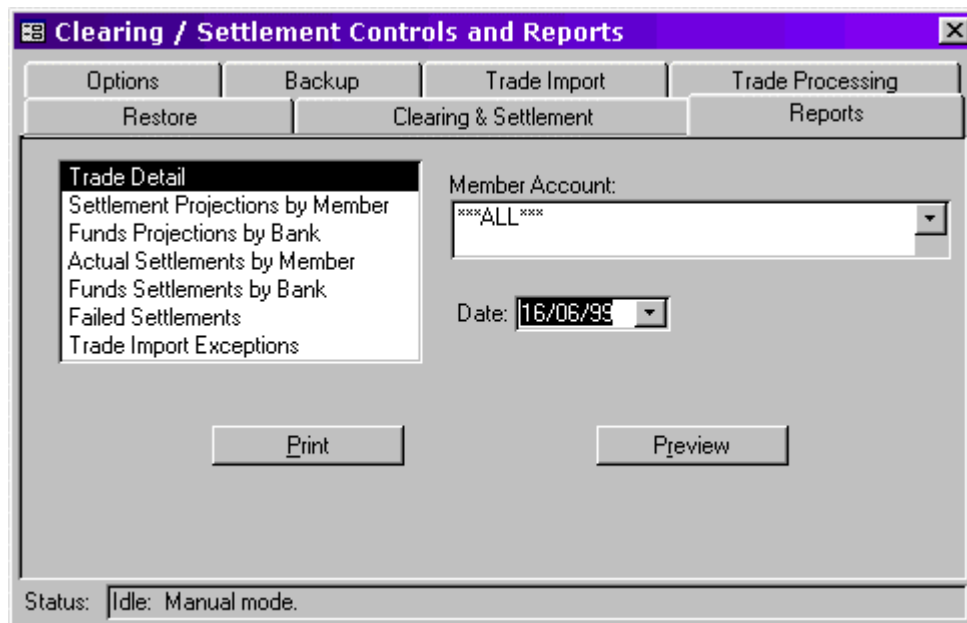- ❑ **Record Date**

- ❑ **Account Statement**

Settlement Reports

From the main menu of DCS system, click on Clearing & Settlement icon

Click on Batch Controls and Reports.

Click on the Reports tab. The system will display the report selection dialog:

Click on report of your choice. System will prompt you for more information. Enter the date and account number if applicable. System defaults to 'all' or 'latest' data if no information entered (date format is dd-mmm-yy ex. 09-sep-96).

Click on preview or print.

If you are previewing, you can click on the report data to zoom on the information.

After preview, you can print the report by clicking on the print button.

Click on the 'x' in the top corner of your preview window (not the DCS window) to go back to the report menu.

Trade Detail Report

Purpose:	This report reflects the detail each trade imported and accepted from the RASDAQ Trading System on a given day. This report will also include an indicator that will identify confirmed canceled trades from the trading system.
Sort Sequence:	Direct User's Name (ascending)
	Clearing Account Numbers (ascending)
	Issues Description (ascending)
	Trade Detail (buys)
	Trade Shares/Units
	(By time traded -ascending)
	Trade Detail (sells)
	Trade Shares/Units
	(by time traded -ascending)
Automatic Mode:	When run in automatic mode, the most current trading date will be extracted and used for reporting. The Trade Detail Report will always be generated for all Direct User's and Clearing Accounts when run in automatic mode.
Manual Mode:	The user interface for production of the Trade Detail Report contains two text boxes. The first is for trade date and will default to the most current trade date. The user will be able to override this value. All entries will be edited against the trade date values. The second text box is for Clearing Account Numbers. If NULL, the Trade Detail Report will be generated for all Direct Users.
Frequency:	Upon Request

Trade Detail Report (Cover Page)

Trade Detail Report

Soc. Nat. de Compensare, Decontare, Depozitare
WTC, B-dul. Expozitiei 2
Camera D3.22
Bucuresti, Sector 1
Romania
Telephone: (401) 222.93.48

for Trades with a Status Date of: **16-Jun-99**

Trade Detail Report (Detail)

Pragma Traders
29 Morningside Dr.
Kansas City, Missouri
Romania 64113
Fax: 999-9999

Trade Detail Report

Account#: **2**   **Praggie Account**

Trade Status Date: **16-Jun-99**

Trading Symbol: **CAPSYS**   **Capital Market Systems Software**

------ *Buy Trades* ------

Traded	Sell/Buy TradeIDs	ContraAcct	Unit Price	Quantity	Contract Amount	Commission	Settles	Status
16Jun 1543	1952699 / 1941698	3	$6.65	350	($6,651.00)	$0.00	17-Jun	COM
16Jun 1543	1952698 / 1941697	3	$6.65	350	($6,651.00)	$0.00	17-Jun	COM

# of Buy Trades: 2   *Shares to Receive:* 700   *Amount to (Pay):* ($13,302.00)

Trading Symbol: **CAPSYS**   **Capital Market Systems Software**

Total Trades: 2   *Net to Receive:* 700   *Net to (Pay):* ($13,302.00)

Trading Symbol: **PIZZA**   **Timz Pizza**

------ *Sell Trades* ------

Traded	Sell/Buy TradeIDs	ContraAcct	Unit Price	Quantity	Contract Amount	Commission	Settles	Status
16Jun 1543	1952695 / 1941694	3	$8.45	-213	$8,451.00	$0.00	17-Jun	COM
16Jun 1543	1952694 / 1941693	3	$8.45	-213	$8,451.00	$0.00	17-Jun	COM

# of Sell Trades: 2   *Shares to (Deliver):* -426   *Amount to Collect:* $16,902.00

Trading Symbol: **PIZZA**   **Timz Pizza**

Total Trades: 2   *let to (Deliver):* -426   *Net to Collect:* $16,902.00

Account#: **2**   **Praggie Account**

Total Trades: 4   *Total Net Amount to Collect:* $3,600.00

Trade Detail Report (Total Page)

Trade Detail Report

Soc. Nat. de Compensare, Decontare, Depozitare
WTC, B-dul. Expozitiei 2
Camera D3.22
Bucuresti, Sector 1
Romania
Telephone: (401) 222.93.48

for Trades with a Status Date of:　**16-Jun-99**

Total Trades Reported:　**8**

Participant Settlement Projections Report

Purpose:	This report reflects the netted figures of anticipated securities and funds settlement.
Sort Sequence:	Direct Users's (ascending) Clearing Account ID (ascending) Planned Settlement Date (ascending) Issues Description (ascending)
Automatic Mode:	When run in automatic mode, all figures will come from unsettled obligations and will project settlements for the next three (3) business days for which no actual settlements have occurred.
Manual Mode:	The user interface for manual production of the Participant Settlement Projection Report includes one text box for Clearing Account ID. If NULL, the Participant Settlement Projection Report will be generated for all Direct User's and Clearing Accounts. Otherwise, the report will be generated for the selected Clearing Account ID.
Frequency:	Upon Request

Participant Settlement Projections (Cover Page)

Participant Settlement Projections

Soc. Nat. de Compensare, Decontare, Depozitare
WTC, B-dul. Expozitiei 2
Camera D3.22
Bucuresti, Sector 1
Romania
Telephone: (401) 222.93.48

for Settlememts beginning: **26-May-99**

Participant Settlement Projections (Detail)

Pragma Traders
29 Morningside Dr.
Kansas City, Missouri
Romania 64113
Fax: 999-9999

Participant Settlement Projections

Account#: **2**   **Praggie Account**

for Settlements beginning: **26-May-99**

Funds will settle through Account#444 at BancoPizza

Settlement Date: **26-May**

Trading Symbol: **CAPSYS**   **Capital Market Systems Software**

to Settle: 26-May   *Net to Receive:* 300   *Net to (Pay):* ($14,602.00)

Trading Symbol: **PIZZA**   **Timz Pizza**

to Settle: 26-May   *Net to (Deliver):* -900   *Net to Collect:* $16,602.00

Net to Collect from Trading: $2,000.00

Adjustments to Settle Description   **Amount**

Net Adjustments to Collect: $0.00

Settlement Date: **26-May**   *Total Net to Collect:* **$2,000.00**

Participant Settlement Projections (Total Page)

Participant Settlement Projections

Soc. Nat. de Compensare, Decontare, Depozitare
WTC, B-dul. Expozitiei 2
Camera D3.22
Bucuresti, Sector 1
Romania
Telephone: (401) 222.93.48

for Settlememts beginning: **26-May-99**

Total to Collect from Trading: **$0.00**

Total Adjustments to Collect: **$0.00**

Grand Total to Collect: **$0.00**

Actual Participant Settlements Report

Purpose:	This report reflects TFT detail of each settlement
Sort Sequence:	Direct User's Name (ascending)
	Clearing Account ID (ascending)
	Issues Description (ascending)
	TFT Settlements
	Actual Settlement Date/Time
Automatic Mode:	When run in automatic mode, the Actual Participant Settlements Report will always be generated for all Direct Users and Clearing Accounts.
Manual Mode:	The user interface for manual production of the Actual Participant Settlements Report has two text boxes. The first is for settlement date and will always default to the most recent settlement date. The second text box is for Clearing Account ID. If no entry is made, the Actual Participant Settlements Report will be generated for all Direct User's and Clearing Accounts.
Frequency:	Upon Request

Actual Participant Settlements Report (Cover Page)

Actual Participant Settlements

Soc. Nat. de Compensare, Decontare, Depozitare
WTC, B-dul. Expozitiei 2
Camera D3.22
Bucuresti, Sector 1
Romania
Telephone: (401) 222.93.48

for Settlememt Date: **28/05/99**

Actual Participant Settlements Report (Detail)

Pragma Traders
29 Morningside Dr.
Kansas City, Missouri
Romania 64113
Fax: 999-9999

Actual Participant Settlements

Account#: **2**   **Praggie Account**

for Settlement Date: **28/05/99**

Funds were settled through Account#444 at BancoPizza

Trading Symbol: **CAPSYS**   **Capital Market Systems Software**

Settlement ID#	Original Settle Date	Quantity Settled	Funds Settled	Method
1952648	28-May-99	250	($6,701.00)	TF T

Settled: 28-May   *Net Received:* 250   *Net (Paid):* ($6,701.00)

Trading Symbol: **PIZZA**   **Timz Pizza**

Settlement ID#	Original Settle Date	Quantity Settled	Funds Settled	Method
1952644	28-May-99	-300	$8,401.00	TF T

Settled: 28-May   *Net (Delivered):* -300   *Net Collected:* $8,401.00

Net Collected from Trading: $1,700.00

Adjustments Settled Description   **Amount**

Net Adjustments Collected: $0.00

Settlement Date: **28-May**   *Total Net Collected:* **$1,700.00**

Actual Participant Settlements Report (Total Page)

Actual Participant Settlements

Soc. Nat. de Compensare, Decontare, Depozitare
WTC, B-dul. Expozitiei 2
Camera D3.22
Bucuresti, Sector 1
Romania
Telephone: (401) 222.93.48

for Settlement Date:	28/05/99

Total Collected from Trading:	$1,700.00
Net Adjustments Collected:	$0.00
Grand Total Collected:	$1,700.00

Actual Bank Settlement Report

Purpose:	This report reflects net funds settlements obligations for a given settlement report.
Sort Sequence:	Clearing Bank (ascending)
	Debits (against Direct User)
	Credits (against Direct User)
	Direct User
	Bank Account (for Direct User)
Automatic Mode:	The Actual Bank Settlement Report will always be generated for all Clearing Banks for the most recent (last) clearance and settlement cycle.
Manual Mode:	The user interface for manual production of the Actual Bank Settlement Report includes one text box for the user to enter the settlement date they want the report to reflect.
Frequency:	Upon Request

Actual Bank Settlement Report (Cover Page)

Problem with report!!!

Failed Settlements Report

Purpose:	This report reflects the details of all failed settlement obligations. This report is used to alert the Depository of potential problems prior to settlement date.
Sort Sequence:	Direct User's Name (ascending)
	Clearing Account ID within Direct User (ascending)
	Issues Description (Ascending)
	Failed Deliveries Detail
	Shares/Units (Ascending)
	Failed Receives Detail
	Shares/Units (descending)
Automatic Mode:	The Failed Settlements Report will always be generated for all Direct User's and Clearing Accounts when run in automatic mode.
Manual Mode:	The user interface for manual production of the Failed Settlements Report includes one text box for the user to enter Clearing Account ID. If no ID is entered, the Failed Settlements Report will be generated for all Direct User's and Clearing Accounts.
Frequency:	Upon Request

Failed Settlement Report (Cover Page)

Failed Settlements Report

Soc. Nat. de Compensare, Decontare, Depozitare
WTC, B-dul. Expozitiei 2
Camera D3.22
Bucuresti, Sector 1
Romania
Telephone: (401) 222.93.48

for Settlements through: **26-May-99**

Failed Settlement Report (Detail)

Pragma Traders
29 Morningside Dr.
Kansas City, Missouri
Romania 64113
Fax: 999-9999

Failed Settlements Report

Account#: **2**   **Praggie Account**

for Settlements thru: **26-May-99**

Trading Symbol: **CAPSYS**   **Capital Market Systems Software**

------ *Failed to Receive* ------

Settlement ID	Contra Acct	# of Shares	Amount to Settle	Settle Date	Method
1952548	3	150	($6,801.00)	26-May	TFT
1952448	3	150	($7,801.00)	26-May	TFT

 # Failed Receipts: 2   *Shares to Receive:* 300   *Amount to (Pay):* ($14,602.00)

Trading Symbol: **CAPSYS**   **Capital Market Systems Software**

Failed Settlements: 2   *Net to Receive:* 300   *Net to (Pay):* ($14,602.00)

Trading Symbol: **PIZZA**   **Timz Pizza**

------ *Failed to Deliver* ------

Settlement ID	Contra Acct	# of Shares	Amount to Settle	Settle Date	Method
1952544	3	-450	$8,801.00	26-May	TFT
1952444	3	-450	$7,801.00	26-May	TFT

 # Failed Deliveries: 2   *Shares to (Deliver):* -900   *Amount to Collect:* $16,602.00

Trading Symbol: **PIZZA**   **Timz Pizza**

Failed Settlements: 2   *Net to (Deliver):* -900   *Net to Collect:* $16,602.00

Account#: **2**   **Praggie Account**

Total Failed Settlements: 4   *Total Net Amount to Collect:* $2,000.00

Failed Settlement Report (Total Page)

Trade Import Exception Report

Purpose:	This report reflects the details of all trades that failed the trade import cycle.
Sort Sequence:	Trade Date/Time
	Trade ID Number
Automatic Mode:	The Trade Import Exception Report will always be generated for trades that failed the trade import process.
Manual Mode:	None
Frequency:	Upon Request

Trade Import Exceptions (Sample)

Billing Detail Report

Purpose:	This report reflects the details of all transfer activity within the Depository by Direct User for a specified time period.
Sort Sequence:	Direct user Name
	Transaction Type
	From/To Date
Automatic Mode:	None
Manual Mode:	The user interface for manual production of the Billing Detail Report includes text boxes for the user to enter From/To Date. The report generates a separate page for each Participant and lists the billing categories in chronological order.

Frequency: Upon Request

Billing Detail Report (Sample)

Soc. Nat. de Compensare, Decontare, Depozitare
WTC, B-dul. Expozitiei 2
Camera D3.22
Bucuresti, Sector 1
Romania
Fax: (401) 222.95.09

Billing Detail Report

Reporting Period: *01-Apr-99 thru 19-Jun-9*

Participant	DCS Description	DCS Account	Billing Description	Qty	Date/Time
Pragma Traders					
	Praggie Account	2			
			Clearing Account	1	16/04/99 5:13:16 PM

Billing Summary Report

Purpose:	This report reflects the sum of shares transferred for each transfer type by Direct User for a specified time period.
Sort Sequence:	Direct User Name Transaction Type From/To Date
Automatic Mode:	None
Manual Mode:	The user interface for manual production of the Billing Summary Report includes a text box for the user to enter From/To Date. The report generates a separate page for each Participant and lists the billing categories totals by type in chronological order.
Frequency:	Upon Request

Billing Summary Report (Sample)

Account Activity Detail Report

Purpose:	This report reflects the details of the trades in a given DCS account over a specified time period. It consists of two parts; Summary of Account Positions and Detail Information.
Sort Sequence:	Summary Account Positions
	Statement Type
	Account Number
	From/To Date
	Issues Description (ascending)
	Transaction Type
	Status
	Shares Owned
	Note: Additional Field is Trading Symbol
	Detail Information Report
	Statement Type
	Account Number
	From/To Date
	Transfer ID Number
	Transfer Type
	Sub-Account
	Shares Transferred
	Share Balance
	Note: Additional Field is Date
Automatic Mode:	The Summary of Account Positions and Detail Information Reports will always be generated for all Direct User's when run in automatic mode.
Manual Mode:	The user interface for manual production of the Summary of Account Positions and Detail Information Reports includes a text box for the user to enter Statement Type, Participant Account Number and From/To Dates.
Frequency:	Upon Request

Account Activity Report (Sample)

Account Activity Report

Soc. Nat. de Compensare, Decontare, Dep
WTC, B-dul. Expozitiei 2
Camera D3.22
Bucuresti, Sector 1
Romania
Fax: (401) 222.95.09

Account Number	Activity Period
3	01-Jun-99 thru 13-Jun-99

Account Description
US1

Account Owner:

USAID Brokerage
WTC
Bucharest, Bucharest
Romania 21209
Fax: 999-9999

Account Activity for Trading Symbol 'CAPSYS'

Date	Transfer ID#	Transfer Type	Sub-Account	Shares Transferred
12-Jun-99	52	from Street Name	Transfer In	-100
12-Jun-99	53	from Street Name	Transfer In	-100
12-Jun-99	54	from Street Name	Transfer In	-100
12-Jun-99	56	from Street Name	Transfer In	-39
12-Jun-99	57	from Street Name	Transfer In	-22

Account Activity for Trading Symbol 'PIZZA'

Date	Transfer ID#	Transfer Type	Sub-Account	Shares Transferred
12-Jun-99	50	to Street Name	Transfer In	100

Account Position Summary Report

Purpose:	This report generates customer statements by summarizing the positions of a Direct User's account over a specified period.
Sort Sequence:	Statement Type
	Account Number
	As Of Date
	Issues Description (ascending)
	Transaction Type
	Status
	Shares Owned
	Note: Additional Field is Trading Symbol
Automatic Mode:	None
Manual Mode:	The user interface for manual production of the Account Statement Report includes a text box for the user to enter Statement Type, Account Number and As Of Date.
Frequency:	Upon Request

Account Position Summary Report (Sample)

Account Position Report

Soc. Nat. de Compensare, Decontare, Dep
WTC, B-dul. Expozitiei 2
Camera D3.22
Bucuresti, Sector 1
Romania
Fax: (401) 222.95.09

Account Number	Positions as of
3	13-Jun-99

Account Description
US1

Account Owner:

USAID Brokerage
WTC
Bucharest, Bucharest
Romania 21209
Fax: 999-9999

Summary of Account Positions

Trading Symbol	Description	Type	Status	Shares Owned
CAPSYS	Capital Market Systems Software	Common Stock	Publicly Traded	1,039
PIZZA	Tina Pizza	Common Stock	Publicly Traded	1,100

Record Date Report

Purpose:	This report reflects the details of positions of a given issue in all Depository accounts over a specified period. This report consists of two parts; Summary and Detail Information.
Sort Sequence:	*Summary Information*
	Symbol
	As Of Record Date
	Issuer Name
	Issues Description (ascending)
	Shares/Units (descending)
	Detail Information
	Trading Symbol
	As Of Record Date
	DCS Account Number
	Shares/Units (descending)
Automatic Mode:	None
Manual Mode:	The user interface for manual production of the Record Date Report includes a text box for the user to enter Trading Symbol and As Of Date.
Frequency:	Upon Request

Record Date Report (Cover Page)

Record Date Report

for

Capital Market Systems Software

Symbol:	**CAPSYS**
Issue ID#:	**2**
ISIN:	**RO777333**
Type:	**Common Stock**
Status:	**Publicly Traded**
as of Record Date:	**14-Jun-99**
Total Depository Position	**3,539**

Prepared by: Soc. Nat. de Compensare, Decontare, D
WTC, B-dul. Expozitiei 2
Camera D3.22
Bucuresti, Sector 1
Romania
Fax: (401) 222.95.09

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Record Date Report (Detail)

Record Date Report

Record Date: **14-Jun-99**

Trading Symbol: **CAPSYS**   **Capital Market Systems Software**

DCS Account#: **1**	*Account Position:*	**1,000**	(28.26% of Total)

Tims Depo Here There There x22

DCS Account#: **2**	*Account Position:*	**1,500**	(42.38% of Total)

Pragma Traders 29 Morningside Dr. Kansas City Missouri 64113

DCS Account#: **3**	*Account Position:*	**1,039**	(29.36% of Total)

USAID Brokerage WTC Bucharest Bucharest 21209

Sum of DCS Account Positions: **3,539**

Chapter 13: Security

Security Groups

The DCS security allows the administrator to set up security groups on an as needed basis. If the administrator needs one group to perform "transfers only" and one group to have "inquiry only access", they can set up two security groups. Users that will be doing inquiry only will be assigned to the "inquiry only" group and users with transfer authority will be assigned to the "transfer only" group. This aspect of system security allows the administrator the flexibility to mix and match groups and users.

Creations of the groups and assigning users to these groups will be the responsibility of the system administrator or supervisor.
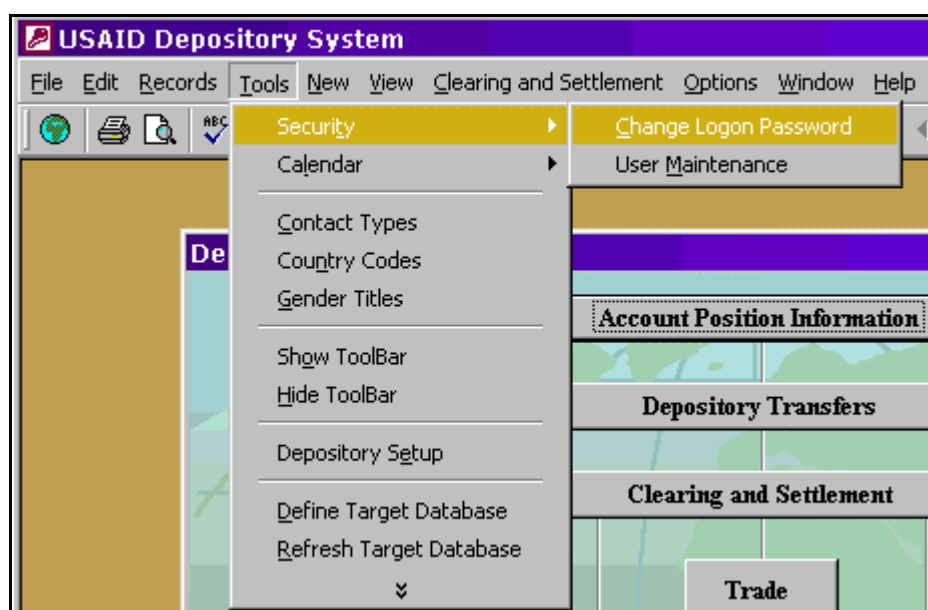

Tip

To learn more about the security set-ups, refer to your

Microsoft Access manual.

Password Maintenance

As a user of the system you should change the password once a month.

Changing Your Password

❑ from the tool bar click on tools

❑ click on security

❑ highlight the 'Change Logon Password' option and click left mouse button.

❑ The following screen will display.

Change Logon Password

Current LogonID: Admin

Old Password:

New Password:

Confirm New Password:

Okay   Cancel

❑ enter your old password

❑ enter a new password

❑ enter the new password again to verify it

❑ click the Okay button to complete the change

❑ Remember to use new password next time you access the system